

# **RULES FOR LOUISIANA DISTRICT COURTS**

## **TITLES I, II, III, IV, V, and VI**

### **Twenty-Sixth Judicial District Court**

#### **Parishes of Bossier and Webster**

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<b>Title - I</b>	<b>Chapter Title - Dates of Court</b>
<b>Chapter - 2</b>	No court during Louisiana State Bar Association Annual Meeting; during the days when the District Judges Association meets; Week that Christmas Day falls.
<b>Rule - 2.0</b>	
<b>Appendix - 2.0</b>	
Local Holidays in Addition to Legal Holidays Listed in La. R.S. 1:55 See 2004 Amendment to La. R.S. 1:55(E)(1)(b) which, by reference to La. R.S. 1:55(B)(1)(a), adds Mardi Gras Day and General Election Day as legal holidays.	

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<b>Title - I</b>	<b>Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules</b>
<b>Chapter - 3</b>	The 26th JDC is composed of six judges (Divisions A, B, C, D, E, F). Each judge has the same general criminal and civil subject matter assignments. The Court may by en banc order assign one or more of the six judges to preside over the drug court division, and one or more judges to preside over the juvenile court divisions.
<b>Rule - 3.1</b>	
<b>Appendix - 3.1</b>	
Divisions or Sections of Court  As amended December 16, 2004, effective January 1, 2005; Amended effective January 1, 2008; amended effective January 1, 2009; amended effective January 1, 2019; amended effective January 1, 2022.	<b>BOSSIER PARISH DRUG COURT/JUVENILE DIVISION</b>  1. Effective March 1, 2009, the Drug Court Division shall be designated in accordance with the following rules. All drug cases will be allotted at random by the Clerk of Court's office to each of the divisions of Court. Cases determined to be eligible for Drug Court will be transferred to the Drug Court Division. The drug treatment and probation program shall be established in accordance with the provisions of LSA R.S. 13:5301-5304.  2. The Drug Court Division will be presided over by one of the district court judges.  3. The Drug Court will preside over all adult drug cases which are determined to be eligible for this program in Bossier Parish.  4. Drug Court will be held every Monday in Bossier Parish, except when the Drug Court judge is scheduled for vacation or jury terms in either parish.  5. Drug Court will convene at 3:00 p.m. in Bossier Parish.  6. While recognizing that each judge of this District Court has original juvenile jurisdiction for the parishes comprising this District, the Court, by local court rule, is comprised of one or more primary juvenile divisions for Bossier Parish for administrative purposes.  7. Effective March 1, 2009, the Juvenile Court Division shall be designated in accordance with the following rules.  8. The Juvenile Court Division will be presided over the judge acting as Civil Duty Judge.  9. Juvenile Court will convene at 9:30 a.m. and will be held every Monday in Bossier Parish.  10. The choice to serve as Drug Court/Juvenile division will be on the basis of seniority.

## SCHEDULE OF JUDGES

Grand Juries will be impaneled, Petit and Civil Jury terms held, and Criminal Court Sessions held in accordance with the Schedule of Judges filed at least once each year with the Clerk of Court in each parish to be posted in the Clerk of Courts' offices and copies available upon request to attorneys practicing before the Court. The Schedule of Judges may be changed at any time by order of the Judge or Judges affected by the change.

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<b>Title - I</b>	<b>Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules</b>
<b>Chapter - 3</b>	<b>2022 COURTROOM FUNCTIONS - 26TH JUDICIAL DISTRICT</b>
<b>Rule - 3.2</b>	<b>I. BOSSIER PARISH</b>
<b>Appendix - 3.2</b>	<b>"2A" Functions – Criminal Duty Judge on Non-Jury Weeks</b>
Duty Judges  (as amended December 16, 2004, effective March 1, 2005); Amended Effective January 1, 2008; as amended November 12, 2009, effective January 1, 2010; amended effective January 1, 2012; amended effective January 1, 2013; amended effective January 1, 2019; amended effective January 1, 2022.	Monday - 72-Hr Hearings @ 9:00a.m.; Felony Arraignments; Criminal Motions and Remands (Except Jury Weeks) Tuesday - 72-Hr. Hearings @ 9:00a.m.; Felony Arraignments; Criminal Motions and Remands; Revocation Hearings @ 1:30 P.M. (Except Jury Weeks) Wednesday - 72-Hr. Hearings @ 9:00a.m.; Misdemeanor Arraignments; Remands and Trials (Except Jury Weeks) Thursday - 72-Hr. Hearings @ 9:00a.m.; Traffic; Video Court with Jail Defendants (Except Jury Weeks) Friday - 72 Hr. Hearings @ 9:00a.m.; Special Settings as calendared by Judge (Except Jury Weeks)  <b>"2B" Functions – Criminal Hearings (Criminal Duty on Jury Weeks)</b>  Monday - Felony Arraignments; Criminal Motions and Remands; (72-Hr. Hearings @ 9:00a.m. on Jury Weeks) Tuesday - Felony Arraignments; Criminal Motions and Remands; Revocation Hearings @ 1:30 P.M. (72-Hr. Hearings @ 9:00a.m. on Jury Weeks) Wednesday - Misdemeanor Arraignments; Remands and Trials; (72-Hr. Hearings @ 9:00a.m. on Jury Weeks) Thursday - Video Court with Jail Defendants (72-Hr. Hearings @ 9:00a.m. on Jury Weeks) Friday - Special Settings as calendared by Judge (72-Hr. Hearings @ 9:00a.m. on Jury Weeks)  <b>"3A" Functions – Civil Duty Judge on Non-Jury Weeks</b>  Monday - Civil Motion Hour; Juvenile; Adoptions; Exceptions to Hearing Officer Recommendation; Minor's Settlements Tuesday - Civil Motion Hour and Civil Trials Wednesday - Civil Motion Hour and Civil Rules Thursday - Civil Motion Hour and Civil Rules Friday - Special Hearings as set by the Judge  <b>"3B" Functions – Civil Hearings (Civil Duty Judge on Jury Weeks)</b>  Monday - Civil Motion Hour and Civil Trials; (Juvenile; Adoptions; Exceptions to Hearing Officer Recommendation; Minor's Settlements on Jury Weeks) Tuesday - Civil Motion Hour and Civil Trials; or in Webster Parish if Reflected on Court Calendar. Wednesday - Civil Motion Hour and Civil Rules Thursday - Civil Motion Hour and Civil Rules Friday - Special Settings as calendared by Judge  <b>"4A" Functions – Split Weeks Only</b>  Monday - Felony Arraignments; Criminal Motions and Remands; or in Webster Parish if Reflected on Court Calendar Wednesday - Misdemeanor Arraignments; Remands and Trials; or in Webster Parish if Reflected on Court Calendar

## Thursday - Civil Motion Hour and Civil Rules

\*Except when judges are not scheduled for juries under “4A” function and when judges are not scheduled for split weeks, “4A” Function Weeks will be used to set Special Settings at the Judges’ discretion.

## II. WEBSTER PARISH

### “A” Functions

Civil Motion Hour at 9:30 A.M. on Tuesday, Wednesday & Fridays

(Confirmation of Defaults on Tuesday and Friday only)

Monday - Felony Arraignments, Criminal Motions, 72-Hour Hearings; Revocations, Remands, Adoptions\*; Juvenile Court @ 1:30

Tuesday - Civil Motion Hour, Motions, Exceptions and Civil Rules

Wednesday - Civil Motion Hour and Civil Trials; 72-Hour Hearings (Except Weeks in which Monday is a Legal Holiday. During Those Weeks Only: Felony Arraignments, Criminal Motions, Remands, Revocations)

Thursday - Civil Trials

Friday - Misdemeanor Criminal and Traffic Arraignments, Remands and Trials; 72-Hour Hearings

### “B” Functions

Monday - Felony Arraignments, Criminal Motions, Revocations, Remands; Occasional Civil Trials

Tuesday - Civil Motion Hour and Civil Rules

Wednesday - Civil Trials

Thursday - Civil Trials

Friday - Misdemeanor Criminal and Traffic Arraignments, Remands and Trials

### “C” Functions

Tuesday - Civil Motion Hour and Civil Rules

Wednesday - Civil Motion Hour and Civil Trials

Friday - Misdemeanor Criminal and Traffic Arraignments, Remands and Trials; 72-Hour Hearings (Jury Weeks Only)

\*Adoptions may also be set on Wednesdays and Thursdays in Webster Parish at the discretion of the judge.

## III. BOTH PARISHES

The Parish Duty Judge for each week will be available until 3:00 P.M. each work day to sign orders. All orders not requiring personal contact with the Duty Judge should be left in the Office of the Clerk of Court before 3:00 P.M. for signature by the Duty Judge each regular court day.

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<b>Title - I</b>	<b>Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules</b>
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**Chapter - 3**

**Rule - 3.4**

**Appendix - 3.4**

Court-Specific Rules  
Concerning Judges’ Use  
of Electronic Signatures

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<b>Title - I</b>	<b>Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules</b>
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## Chapter - 3

## CIVIL MATTERS

### Rule - 3.5

### Appendix - 3.5

Court-Specific Rules  
Concerning  
Simultaneous  
Appearance by a Party or  
Witness by Audio-Visual  
Transmission

Effective July 22, 2020.

Upon determination by the presiding judge of the existence of special circumstances which dictate the necessity for such, the court in a civil case may order that any Hearing or Bench Trial be conducted via Video Conferencing. Consent of all parties is required, however, such consent shall not be unreasonably withheld by the party, which shall be enforced by the trial judge pursuant to the authority granted by Louisiana Code of Civil Procedure Article 191, or as otherwise expressly provided by law. All documentary evidence expected to be utilized at the Hearing or Trial shall be delivered to and received by the court and all parties at least seven (7) days prior to the Hearing or Trial, pre-marked and numbered. Physical evidence must be made available for examination by all parties at least seven (7) days prior to the Hearing or Trial. Other than for Summary Judgments, all evidence must be introduced during the Hearing or Trial. Parties are responsible for marshalling all evidence admitted during the Hearing or Trial and delivering same to the court within seven (7) days of the close of evidence. Parties are responsible for insuring that Notice and Service of Process have been given to all parties and witnesses.

Upon determination by the presiding Hearing Officer of the existence of special circumstances which dictated the necessity for such, the court in a Protective Order matter may order that the hearing be conducted via Video Conferencing. Consent of all parties is required, however, such consent shall not be unreasonably withheld by the party, which shall be enforced by the hearing officer or district judge pursuant to the authority granted by Louisiana Code of Civil Procedure Article 191, or as otherwise expressly provided by law.

## CRIMINAL MATTERS

Pursuant to all of the provisions of Louisiana Code of Criminal Procedure article 562, when a Defendant is incarcerated, he/she may waive his/her personal appearance in any traffic, misdemeanor, or felony offense, and may instead appear via simultaneous transmission through audio-visual electronic equipment for the following: arraignment; any preliminary matter or pretrial conference that does not involve the taking of testimony; at entry of his/her plea of guilty; at any revocation hearing for a probation violation, including any hearing for contempt; and at any hearing for post-conviction relief.

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<b>Title - I</b>	<b>Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules</b>
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## Chapter - 3

### Rule - 3.6

### Appendix - 3.6

Court-Specific Rules  
Concerning Recording of  
Protected Persons  
Pursuant to La. R.S.  
15:440.2

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<b>Title - I</b>	<b>Chapter Title - Court Personnel</b>
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## Chapter - 4

### Rule - 4.1

### Appendix - 4.1

Judicial Administrators  
and Clerks of Court

Melissa W. Fox  
Court Administrator/Sr. Staff Attorney  
26th Judicial District Court  
P. O. Box 310  
Benton, LA 71006  
Telephone: (318) 965-2217  
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E-Mail: mfox@26jdc.com

Amended effective

Hon. Jill Sessions

[www.bossierclerk.com](http://www.bossierclerk.com)

January 1, 2019.

Clerk of Court  
Parish of Bossier  
P.O. Box 430  
Benton, LA 71006  
Telephone: (318) 965-2336  
Facsimile: (318) 965-1299  
E-Mail: jill.sessions@bossierclerk.com

Hon. Holli Vining                      [www.websterclerk.org/](http://www.websterclerk.org/)  
Clerk of Court  
Parish of Webster  
P.O. Box 370  
Minden, LA 71058-0370  
Telephone: (318) 371-0366  
Facsimile: (318) 371-0226  
E-Mail: hollivining@yahoo.com

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<b>Title - I</b>	<b>Chapter Title - Courtroom Use, Accessibility and Security</b>
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<b>Chapter - 5</b>	
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<b>Rule - 5.1</b>	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF</a>
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<b>Appendix - 5.1A</b>	
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Americans with  
Disabilities Form

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<b>Title - I</b>	<b>Chapter Title - Courtroom Use, Accessibility and Security</b>
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<b>Chapter - 5</b>	
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<b>Rule - 5.1</b>	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1B.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1B.PDF</a>
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<b>Appendix - 5.1B</b>	
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Request for Interpreter  
and Order

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<b>Title - I</b>	<b>Chapter Title - Courtroom Use, Accessibility and Security</b>
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<b>Chapter - 5</b>	
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<b>Rule - 5.1</b>	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1C.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1C.PDF</a>
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<b>Appendix - 5.1C</b>	
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Interpreter's Oath

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<b>Title - I</b>	<b>Chapter Title - Indigents and In Forma Pauperis</b>
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<b>Chapter - 8</b>	
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**Rule - 8.0**<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX8.0.PDF>**Appendix - 8.0**

In Forma Pauperis  
Affidavit

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**Title - II****Chapter Title - Procedure****Chapter - 9****Rule - 9.3****Appendix - 9.3**

Allotments: Signing of  
Pleadings in Allotted and  
Non-Allotted Cases

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**Title - II****Chapter Title - Procedure****Chapter - 9**

None.

**Rule - 9.4****Appendix - 9.4**

Presentation of Pleadings  
to the Court and Filing  
with the Clerk of Court

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**Title - II****Chapter Title - Procedure****Chapter - 9****Rule - 9.6**

[http://www.lasc.org/rules/supreme/Louisiana\\_Civil\\_Case\\_Reporting\\_Form.pdf](http://www.lasc.org/rules/supreme/Louisiana_Civil_Case_Reporting_Form.pdf)

**Appendix - 9.6**

Louisiana Civil Case  
Reporting

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**Title - II****Chapter Title - Procedure****Chapter - 9****Rule - 9.12**

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12A.pdf>

**Appendix - 9.12A**

Notice of Limited  
Appearance – Family  
Law Cases

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**Title - II****Chapter Title - Procedure****Chapter - 9****Rule - 9.12**

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12B.pdf>

**Appendix - 9.12B**

Notice of Limited  
Appearance – Non-  
Family Law Cases

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**Title - II****Chapter Title - Procedure****Chapter - 9****PRETRIAL CONFERENCES****Rule - 9.14**

Pretrial conferences may be ordered by the Court in any contested case upon the written request of an attorney in such case or upon the Court's own motion. The attorneys for each party shall prepare for the court a pretrial order setting forth the pertinent facts of the case, contentions of the parties, contested issues of fact or law, and all matters necessary to the orderly progress of the conference.

**Appendix - 9.14**

Fixing for Trial or  
Hearing; Scheduling  
Orders; Contact with  
Jurors

**DOCKETING OF NON-JURY CIVIL CASES**

Amended effective  
October 1, 2007,  
amended effective  
November 12, 2009.

No case will be fixed for trial until an answer has been filed.

Any counsel of record in a civil case in which a jury trial has not been ordered may set that case for trial by requesting the Clerk of Court of that Parish in which the case is pending to set the case for trial on a particular date or upon the best available date at that time, by making such request to the Clerk of Court not later than 4:30 o'clock P.M. on the Thursday immediately before the second Friday of the month preceding the month of the requested trial. This request may be submitted to the Clerk of Court during the six-month period preceding the trial, or subject to the foregoing limitations, during the month immediately preceding the month in which the trial is requested. The request shall be made by letter. Upon inquiry by counsel, the Clerk of Court shall advise counsel, upon request, whether there is an allocation available on a certain date, but shall not make known the name nor number of any other cases previously requested to be set on that date.

On the third Friday of the month immediately preceding the month in which a request for trial has been made, the Clerk of Court will set the requested cases for trial, upon the date requested, in the order of the lowest numbered cases, subject to the preferences provided by law and the rules of this Court. The clerk shall set a maximum of four (4) cases per civil courtroom. The Clerk of Court shall publish the cases so fixed for trial on the third Friday of the month preceding the month in which the cases are fixed for trial.

Any party or counsel requesting the setting of a case for trial, shall, by so doing, certify that all other parties have agreed to the requested date or that his desire to set the case for trial on the requested date has been made known, in writing, to every other party, or his counsel. All letters of request shall show that a copy has been sent to all counsel, (showing address). Failure of any other party to object to the requested setting, in writing, to the Clerk of Court, within five (5) days of the receipt of the request, shall be deemed acquiescence in the requested date by all parties not objecting. Objection to the request for setting shall be made in writing, in the form of a contradictory motion, served upon opposing counsel by certified mail within five (5) days of the receipt of notice of request for trial date. Any case, including summary proceedings, which is not completed may be continued to the next available trial date by the Trial Judge. Any case, having announced ready, but not heard on the assigned trial date may be set by preference by the trial Judge at any future date.

When a non-jury civil case is fixed for trial on the merits, the Clerk of Court shall immediately mail to all counsel of record, and to all parties not represented by counsel, written notice of the trial date assigned.

Counsel, or all parties not represented by counsel, shall notify the Clerk of Court immediately when a case previously set for trial has been settled or upset by agreement.

## SETTING CIVIL JURY CASES FOR TRIAL

Before a case may be set for trial on a civil jury term, a party must request, in writing, a scheduling conference with the presiding judge or judicial law clerk. The request shall contain a statement that answers have been filed or issue joined as to all parties; that there are no pending motions or exceptions, and that the case will be ready for trial at the next Civil Jury term. The scheduling conference may be held by any appropriate means, including in person, by telephone, or teleconference. Once a scheduling conference has been held, the court will prepare, or cause to be prepared, a Scheduling Order setting the matter for trial as well as setting any discovery deadlines as may be deemed appropriate.

Three months before the commencement of a Civil Jury term, the Clerk shall prepare a docket of cases for trial during that term. The docket shall consist of those cases in which the Clerk has received a Scheduling Order approved by the assigned judge setting the matter for trial. These cases shall be placed on the docket in the order in which each is received by the Clerk, subject to preferences provided by law.

## SETTING MOTIONS AND EXCEPTIONS FOR HEARING

All motions and exceptions must be filed and set for hearing in accordance with Rule 9.8 found in the District Court Rules. No motion or exception may be set for hearing in less than fifteen (15) days from the date of filing without first obtaining the assigned Judge's approval, regardless of agreement of counsel and regardless of any other previously scheduled hearing docketed in the same matter.

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### Title - III

### Chapter Title - Allotment of Cases

#### Chapter - 14

#### ALLOTMENT OF CASES

##### Rule - 14.0

The Clerk of Court shall randomly allot all felony and misdemeanor cases between the six divisions at the time of the filing of the Bill of Information or at the time the matter comes before the Court for a seventy-two (72) hour hearing, whichever occurs first, with the exception that traffic and wildlife violations shall not be randomly allotted. (See Rule 14.2 regarding assignment of cases when particular motions are filed prior to allotment as set forth above.)

##### Appendix - 14.0A

System of Random Allotment of Criminal Cases (Other than Traffic, Wildlife, and Appeals from Lower Courts)

Method of Allotment of Criminal Cases: Criminal cases shall be randomly allotted to the different divisions of the court by random assignment through a computerized software system. Should the computerized software system not be available or be nonoperational at the time of the allotment, cases shall be randomly allotted in the following manner: Six (6) balls of equal size and consistency shall be placed in a container with one (1) of said balls designated as Division A, one (1) as Division B one (1) as Division C, one (1) as Division D, one (1) as Division E, and one (1) as Division F. The container should be of an opaque nature so that the contents may not be seen. When a case is to be allotted, the contents of the container should be thoroughly mixed and a ball drawn from the container. The case is then allotted to the Judge whose division is represented by the letter on the ball drawn. The ball so drawn shall be returned to the container with the other balls and the process repeated for further allotments.

Amended effective July 31, 2008; amended effective November 12, 2009; amended effective May 16, 2013; amended effective January 1, 2019; amended effective January 1, 2022; amended effective April 1, 2023.

Cases involving charges of First Degree Murder, Second Degree Murder, First Degree Rape, Second Degree Rape, Armed Robbery, and any other Indicted Offenses shall be allotted separately between the six divisions at the time of the filing of the Bill of Indictment, Bill of Information, or at the time the matter comes before the Court for a seventy-two hour hearing, whichever occurs first. The method of allotment for these matters shall be by random assignment through either method described above.

Notwithstanding the above, if a defendant is on active supervised probation for a felony conviction and is charged with a subsequent crime during the probationary period, the case relative to the subsequent charge will automatically be assigned to the division in which the probationary matter is pending.

Upon the consent of all parties and the Judge before whom he appears, a defendant in a misdemeanor case may plead guilty or nolo contendere before any Judge of any division and may be sentenced by that Judge.

In the event a Judge recuses himself from a particular case, the case shall be allotted at random to another division.



All Indictments or Bills of Information dismissed or quashed and subsequently refilled shall be assigned to the division of original assignment only if the refilings are for the same offense. Otherwise, such case shall be placed in the regular allotment and the division losing the initial case will be assigned an extra case at the next allotment.

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<b>Title - III</b>	<b>Chapter Title - Allotment of Cases</b>
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<b>Chapter - 14</b>	See Appendix 14.0A.
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<b>Rule - 14.0</b>	
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<b>Appendix - 14.0B</b>	
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Random Allotment Traffic Offenses, Wildlife Offenses, and Appeals from Courts of Limited Jurisdiction)	
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<b>Title - III</b>	<b>Chapter Title - Allotment of Cases</b>
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<b>Chapter - 14</b>	If a defendant has a felony case pending and previously allotted, any new arrest for that defendant (felony or misdemeanor) shall be allotted to the division to which the pending felony was allotted.
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<b>Rule - 14.1</b>	
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<b>Appendix - 14.1</b>	
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Allotment - Defendant with More than One Felony Case	
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Amended effective January 1, 2019; amended effective January 1, 2022; amended effective April 1, 2023.	
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This rule applies to co-defendants in cases arising from the same criminal investigation whether charged in one or more charging instruments. In cases where new felony charges are filed against co-defendants who have pending felony matters allotted to multiple divisions, all cases against said co-defendants (felony and misdemeanor) shall be re-assigned to the division with the lowest felony docket number.  For purposes of this Rule, a felony case remains pending until any of the following events has occurred: (1) A bill of information or indictment is filed or amended, reducing the case to a misdemeanor; or (2) The District Attorney's Office enters a nolle prosequi in a case; or (3) There is an adjudication of guilty by plea or trial that does not result in a sentence of probation; or (4) There is an adjudication of not guilty by trial.	
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In the absence of a pending felony, if a defendant has a misdemeanor case pending and previously allotted, any new misdemeanor arrest for that defendant shall be allotted to the division to which the pending misdemeanor was allotted.	
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<b>Title - III</b>	<b>Chapter Title - Assignment of Cases and Preliminary Motions</b>
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<b>Chapter - 15</b>	Pre-trial status conferences may be ordered by the Court in any criminal matter.
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<b>Rule - 15.0</b>	<b>JURY DOCKETING</b>
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<b>Appendix - 15.0</b>	
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Assignment of Cases, Filing of Motions, Pre- Trial and Status	
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Pursuant to Articles 17 and 702 of the Louisiana Code of Criminal Procedure, it is hereby ordered that criminal petit jury trials be docketed as follows:	
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A. Except for good cause shown, all petit jury cases shall be set for trial by written order. Not later than 30 days prior to the commencement of a petit jury term, the District Attorney shall request the setting	
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Conferences

Amended effective  
January 1, 2019;  
amended effective  
January 1, 2022.

of up to a maximum of 30 priority cases for each division which is scheduled for the next petit jury term. The cases shall be contained on a separate docket for each corresponding division and shall set forth cases to be called for that division, but not necessarily in the order in which the cases will be called for trial. The District Attorney shall file a signed copy of each written docket and order in the office of the Clerk of Court, simultaneously furnishing a signed copy of same to the trial judge assigned to preside over that jury term, and further furnishing a signed copy to the Public Defender's Office and to all privately employed attorneys representing defendants on the docket.

B. As defendants contained on the original list of 30 cases for each division holding a petit jury plead guilty, or are otherwise removed from the docket for good cause shown, additional cases may be added to the end of the priority docket, up to two weeks before trial, but in no case shall more than 30 cases be set for a particular division's petit jury term. In other words, the District Attorney may at all times have up to 30 cases set and docketed for each division scheduled for the upcoming petit jury term.

C. Not later than noon of the seventh day prior to any criminal jury term, the District Attorney shall file a separate trial docket for each division scheduled for a petit jury term showing the order in which the cases on the original docket will be called for trial with:

1. The Trial Judge assigned for that jury term by delivering a copy to the judge's office. 2. The Clerk of Court of the Parish where that jury term will be held by delivering a copy to the clerk's office. 3. The Public Defender's Office of the Parish where that jury term will be held by delivering a copy to that office. 4. All defense attorneys, except attorneys with the Public Defender's Office, by mailing by postmark no later than noon.

These dockets must contain all the cases on the original dockets, less any deletions or additions made pursuant to the subsection "B" above, and must also contain any cases carried over from previous dockets.

D. A case may not be removed or continued from a docket except upon motion filed by the State or the Defendant showing good cause for the removal or continuance. Any such motion shall be filed and ruled upon by the Court at least ten days before the jury term commences, except for good cause shown.

E. Any case not tried during the jury term, whether because of a continuance granted by the Court or because the case was not reached during the term, must be carried over to that division's next jury term which is at least three weeks away. It shall be added to the docket, if the docket has been prepared. If the docket has not been prepared, the case or cases carried over shall be included in those 30 cases on the 30 day docket.

F. Preliminary motions, other than arraignments, preliminary examinations, bond reduction hearings and discovery motions, must be scheduled before the judge to which the case has been assigned pursuant to Rule 34.

G. Any guilty plea must be completed no later than the 10th day (Friday) before the day the jury term commences. After that time, no plea bargains will be accepted, and the defendant must either plead guilty "straight up" or go to trial.

H. Guilty pleas must be taken before the division to whom the case has been assigned.

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**Title - III**

**Chapter Title - Assignment of Cases and Preliminary Motions**

**Chapter - 15**

All indigent criminal defendants are referred to the IDB for representation.

**Rule - 15.1**

**Appendix - 15.1**

Appointment of Counsel

<b>Title - III</b>	<b>Chapter Title - Assignment of Cases and Preliminary Motions</b>
<b>Chapter - 15</b>	None.
<b>Rule - 15.2</b>	
<b>Appendix - 15.2</b>	
Alternative Method of Service on District Attorney	
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<b>Title - III</b>	<b>Chapter Title - Arraignment and Pleas</b>
<b>Chapter - 18</b>	
<b>Rule - 18.0</b>	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX18.0.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX18.0.PDF</a>
<b>Appendix - 18.0</b>	
Waiver of Formal Arraignment and Pleas	
<hr/>	
<b>Title - III</b>	<b>Chapter Title - Simultaneous Peremptory Challenges</b>
<b>Chapter - 19</b>	In jury trials, both civil and criminal, peremptory challenges shall be exercised by all parties simultaneously.
<b>Rule - 19.0</b>	All challenges shall be in writing and signed by the attorney or party if unrepresented.
<b>Appendix - 19.0</b>	
Simultaneous Peremptory Challenges	
<hr/>	
<b>Title - IV</b>	<b>Chapter Title - Application of Rules</b>
<b>Chapter - 22</b>	
<b>Rule - 22.0</b>	
<b>Appendix - 22.0</b>	
Courts That Have Created Specialized Divisions or Sections of Court That Handle Family Law Proceedings	
<hr/>	
<b>Title - IV</b>	<b>Chapter Title - Notice and Exchange of Information</b>
<b>Chapter - 23</b>	
<b>Rule - 23.0</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0A.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0A.pdf</a>
<b>Appendix - 23.0A</b>	

Courts Requiring the Pre-Hearing Filing, Exchange, or Submission of a Family Law Affidavit and/or Joint Custody Implementation Plan; Courts That May Issue Pre-Hearing Orders

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<b>Title - IV</b>	<b>Chapter Title - Notice and Exchange of Information</b>
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**Chapter - 23**

**Rule - 23.0** [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_23.0B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0B.pdf)

**Appendix - 23.0B**

Family Law Affidavit  
(form)

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<b>Title - IV</b>	<b>Chapter Title - Notice and Exchange of Information</b>
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**Chapter - 23**

**Rule - 23.0** [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_23.0C.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0C.pdf)

**Appendix - 23.0C**

Hearing Information  
Order (form)

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<b>Title - IV</b>	<b>Chapter Title - Notice and Exchange of Information</b>
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**Chapter - 23**

**Rule - 23.0** [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_23.0D.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0D.pdf)

**Appendix - 23.0D**

Hearing Officer  
Conference and  
Information Order (form)

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<b>Title - IV</b>	<b>Chapter Title - Notice and Exchange of Information</b>
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**Chapter - 23**

**Rule - 23.0**

**Appendix - 23.0E**

Courts That Require Use  
of a Specific Hearing  
Information Order or  
Hearing Officer  
Conference and  
Information Order

<b>Title - IV</b>	<b>Chapter Title - Notice and Exchange of Information</b>
<b>Chapter - 23</b>	At the time of trial of all pleadings to make executory alimony or support judgments or in which a judgment of contempt is sought for failure to pay alimony or support judgments, three (3) copies of an affidavit executed by the party filing said pleadings shall be filed, setting forth the following:
<b>Rule - 23.0</b>	
<b>Appendix - 23.0F</b>	(a) A computation of all payments that have accrued under the judgment and are unpaid;
Court-Specific Rules Concerning Arrearages	(b) An itemized list of all payments received.
	See Section V of the Appendix 23.0B Family Law Affidavit.

<b>Title - IV</b>	<b>Chapter Title - Notice and Exchange of Information</b>
<b>Chapter - 23</b>	
<b>Rule - 23.1</b>	
<b>Appendix - 23.1</b>	
Court-Specific Rules Concerning Pre-Trial Orders in Non- Community Property Cases	

<b>Title - IV</b>	<b>Chapter Title - Procedure</b>
<b>Chapter - 24</b>	
<b>Rule - 24.0</b>	
<b>Appendix - 24.0</b>	
Court-Specific Rules Concerning Form of Pleadings and Caption Requirements in Family Law Proceedings	

<b>Title - IV</b>	<b>Chapter Title - Procedure</b>
<b>Chapter - 24</b>	
<b>Rule - 24.1</b>	
<b>Appendix - 24.1</b>	
Court-Specific Rules Concerning Prior or Multiple Filing of Pleadings	

<b>Title - IV</b>	<b>Chapter Title - Procedure</b>
<b>Chapter - 24</b>	
<b>Rule - 24.2</b>	
<b>Appendix - 24.2</b>	
Court-Specific Rules Concerning Allotment of Cases	
<b>Title - IV</b>	<b>Chapter Title - Procedure</b>
<b>Chapter - 24</b>	
<b>Rule - 24.3</b>	
<b>Appendix - 24.3</b>	
Court-Specific Rules Concerning Walk- Through of Pleadings	
<b>Title - IV</b>	<b>Chapter Title - Procedure</b>
<b>Chapter - 24</b>	
<b>Rule - 24.4</b>	
<b>Appendix - 24.4</b>	
Court-Specific Rules Concerning Appointment of Attorneys To Represent Absentee Defendants	
<b>Title - IV</b>	<b>Chapter Title - Procedure</b>
<b>Chapter - 24</b>	
<b>Rule - 24.5</b>	
<b>Appendix - 24.5</b>	
Court-Specific Rules Concerning Extensions of Time To Plead in Family Law Proceedings	
<b>Title - IV</b>	<b>Chapter Title - Procedure</b>
<b>Chapter - 24</b>	In all such suits the plaintiff's original petition shall be served by the Sheriff, unless, after suit is filed,

the defendant or an attorney appointed to represent him shall personally waive citation before a Deputy Clerk of this Court or a Notary Public other than the attorney for the plaintiff. The attorney for the plaintiff shall not prepare the defendant's answer or other pleading, nor in any manner advise or assist in the preparation thereof, not even if the defendant desires to appear in proper person and requests such action by the attorney.

**Rule - 24.6**

**Appendix - 24.6**

Court-Specific Rules  
Restricting the  
Preparation of Answers  
or Other Pleadings;  
Procedure When a Self-  
Represented Party Has  
Filed an Answer

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.7**

**Appendix - 24.7A**

Court-Specific Rules  
Concerning Scheduling  
Hearings and Trials

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.7**

**Appendix - 24.7B**

Court-Specific Rules  
Concerning Order of  
Business

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.8**

**Appendix - 24.8A**

Court-Specific Rules  
Concerning  
Continuances in Family  
Law Proceedings

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.8**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_24.8B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8B.pdf)

**Appendix - 24.8B**

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.8**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_24.8C.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8C.pdf)

**Appendix - 24.8C**

Contested Motion To  
Continue (form)

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.9**

**Appendix - 24.9**

Court-Specific Rules  
Concerning Discovery

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.10**

**Appendix - 24.10**

Court-Specific Rules  
Concerning Setting of  
Pre-Trial Conferences

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.11**

**Appendix - 24.11**

Court-Specific Rules  
Concerning Hearings in  
Chambers in Family Law  
Proceedings Pursuant to  
La. R.S. 9:302

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**



**Rule - 24.12**

**Appendix - 24.12**

Court-Specific Rules  
Concerning the Presence  
of Children in the  
Courtroom and/or  
Hearing Officer  
Conferences

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.13**

**Appendix - 24.13**

Court-Specific Rules  
Concerning Mental  
Health Evaluations in  
Family Law Proceedings

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.14**

**Appendix - 24.14**

Court-Specific Rules  
Concerning Proof of  
Uncontested Paternity by  
Affidavit Pursuant to La.  
R.S. 9:572

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**Title - IV**                      **Chapter Title - Judgments and Stipulations**

**Chapter - 25**

**Rule - 25.0**

**Appendix - 25.0**

Court-Specific Rules on  
Preparation and  
Submission of Judgments  
in Family Law  
Proceedings

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**Title - IV**                      **Chapter Title - Judgments and Stipulations**

**Chapter - 25**

**Rule - 25.1**

**Appendix - 25.1**

Court-Specific Rules on  
Income Assignment  
Orders

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**Title - IV**                      **Chapter Title - Domestic Violence Protective Orders**

**Chapter - 26**

**Rule - 26.0**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_26.0A.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0A.pdf)

**Appendix - 26.0A**

Louisiana Protective  
Order Registry Index of  
Uniform Abuse  
Preventive Order Forms  
(Forms 1 through 23  
Mandated by La. R.S.  
46:2136.2(C))

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**Title - IV**                      **Chapter Title - Domestic Violence Protective Orders**

**Chapter - 26**

**Rule - 26.0**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_26.0B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0B.pdf)

**Appendix - 26.0B**

Louisiana Protective  
Order Registry Courtesy  
Forms Index:  
Instructions, Petitions,  
Supplemental Forms, etc.

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**Title - IV**                      **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

**Chapter - 27**

**Rule - 27.0**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_27.0A.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.0A.pdf)

**Appendix - 27.0A**

La. C.C. art. 102 Divorce  
Checklist (form)

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**Title - IV**                      **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

**Chapter - 27**

**Rule - 27.0**

**Appendix - 27.0B**

Courts That Require the

Filing of a La. C.C. art.  
102 Divorce Checklist,  
the Entire Record, and/or  
Other Documentation in  
a La. C.C. art. 102  
Divorce

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**Title - IV**                      **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

**Chapter - 27**

**Rule - 27.0**

**Appendix - 27.0C**

Court-Specific Rules  
Concerning Allowance  
of Divorce by Affidavit  
in a La. C.C. art. 102  
Divorce

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**Title - IV**                      **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

**Chapter - 27**

**Rule - 27.1**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_27.1A.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1A.pdf)

**Appendix - 27.1A**

Waiver of Service and  
Citation of an Original  
Petition in a La. C.C. art.  
102 Divorce Proceeding  
(form)

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**Title - IV**                      **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

**Chapter - 27**

**Rule - 27.1**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_27.1B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1B.pdf)

**Appendix - 27.1B**

Waiver of Service and  
Citation of Rule To  
Show Cause in a La.  
C.C. art. 102 Divorce  
(form)

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**Title - IV**                      **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

**Chapter - 27**

**Rule - 27.1**

**Appendix - 27.1C**

Courts That Require Use  
of a Specific Waiver of  
Service and Citation  
Form in a La. C.C. art.  
102 Divorce

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
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**Chapter - 28**

**Rule - 28.0**

**Appendix - 28.0**

Court-Specific Rules  
Concerning Default  
Judgments

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
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**Chapter - 28**

**Rule - 28.1**

**Appendix - 28.1A**

Court-Specific Rules  
Concerning Allowance  
of Divorce by Affidavit  
in a La. C.C. art. 103  
Divorce Under La. Code  
Civ. Proc. art. 1702(E)

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
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**Chapter - 28**

**Rule - 28.1**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_28.1B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.1B.pdf)

**Appendix - 28.1B**

La. C.C.P. art. 1702(E)  
Divorce Checklist (form)

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
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**Chapter - 28**

**Rule - 28.1**

**Appendix - 28.1C**

Courts That Require the  
Filing of a La. C.C.P. art.  
1702(E) Divorce  
Checklist

<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
<b>Chapter - 28</b>	
<b>Rule - 28.2</b>	
<b>Appendix - 28.2A</b>	
Courts That Require the Filing of a La. C.C.P. art. 969(B) Divorce Checklist	
<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
<b>Chapter - 28</b>	
<b>Rule - 28.2</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.2B.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.2B.pdf</a>
<b>Appendix - 28.2B</b>	
La. C.C.P. art. 969(B) Divorce Checklist (form)	
<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
<b>Chapter - 28</b>	
<b>Rule - 28.3</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.3A.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.3A.pdf</a>
<b>Appendix - 28.3A</b>	
Acceptance of Waiver and Waiver of Service and Citation and Delays in a La. C.C. art. 103 Divorce (form)	
<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
<b>Chapter - 28</b>	
<b>Rule - 28.3</b>	
<b>Appendix - 28.3B</b>	
Courts That Require a Specific Form for Waiver of Service and Citation in a La. C.C. art. 103 Divorce	
<b>Title - IV</b>	<b>Chapter Title - Custody and Visitation Orders</b>

**Chapter - 29****Rule - 29.0**

[http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_29.0A.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0A.pdf)

**Appendix - 29.0A**

Application for Ex Parte  
Temporary Custody  
Order – Affidavit of  
Mover in Compliance  
with La. C.C.P. art. 3945  
(B) (form)

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**Title - IV****Chapter Title - Custody and Visitation Orders****Chapter - 29****Rule - 29.0**

[http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_29.0B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0B.pdf)

**Appendix - 29.0B**

Application for Ex Parte  
Temporary Custody  
Order –Certification by  
Applicant’s Attorney in  
Compliance with La.  
C.C.P. art. 3945(B)  
(form)

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**Title - IV****Chapter Title - Custody and Visitation Orders****Chapter - 29****Rule - 29.0**

All petitions seeking an ex parte order for provisional custody of children shall be in accordance with Louisiana Code of Civil Procedure Article 3945 and shall be accompanied by an affidavit of the party seeking custody setting forth how long the child or children have been in the petitioner's custody and in what manner the physical custody was obtained. See Appendix 29.0A Application for Ex Parte Custody Order and the Appendix 29.0B Certification by Applicant’s Attorney in Compliance with La. C.C.P. art. 3945(B).

**Appendix - 29.0C**

Court-Specific Rules  
Concerning Ex Parte  
Custody Orders

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**Title - IV****Chapter Title - Custody and Visitation Orders****Chapter - 29****Rule - 29.1****Appendix - 29.1**

Court-Specific Rules  
Concerning Temporary  
Custody Orders

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**Title - IV****Chapter Title - Custody and Visitation Orders****Chapter - 29**

**Rule - 29.2**

[http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_29.2A.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2A.pdf)

**Appendix - 29.2A**

Joint Custody Plan (With  
Domiciliary Parent)  
(form)

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**Title - IV****Chapter Title - Custody and Visitation Orders****Chapter - 29****Rule - 29.2**

[http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_29.2B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2B.pdf)

**Appendix - 29.2B**

Joint Custody Plan  
(Without Domiciliary  
Parent) (form)

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**Title - IV****Chapter Title - Custody and Visitation Orders****Chapter - 29****Rule - 29.3****Appendix - 29.3**

Court-Specific Rules  
Concerning Parenting  
Classes

A. All petitions for incidental relief regarding child custody shall, in addition to an order for child custody, contain an order with blank dates, fixing dates and times for attendance by the domestic litigants at two parenting classes for each of the parties. The available dates for the classes shall be obtained from the office of the Clerk of Court. These parenting classes are offered through the Louisiana Cooperative Extension Service and must be completed before final custody is awarded. The parties shall promptly pay all fees associated with the program, as directed by the Court.

B. The program shall be completed within the timeframe set by the Court and each party shall file a certificate of completion in the record.

C. A party's failure to timely complete the program and/or pay all costs in connection with the program shall subject the party to an appropriate action by the Court, including contempt of Court.

D. The Court may waive the requirement of completion of the program, in individual cases, for good cause shown. The Court may also change the time by which the program shall be completed, in individual cases, for good cause shown.

E. Prior to completion of the parenting classes, interim orders may be issued.

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**Title - IV****Chapter Title - Custody and Visitation Orders****Chapter - 29****Rule - 29.4****Appendix - 29.4**

Court-Specific Rules  
Concerning Mediation

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**Title - IV****Chapter Title - Custody and Visitation Orders**

**Chapter - 29**

**Rule - 29.5** [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_29.5.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.5.pdf)

**Appendix - 29.5**

Form Letter To Register  
a Foreign or Out-of-State  
Custody Order (form)

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**Title - IV** **Chapter Title - Custody and Visitation Orders**

**Chapter - 29**

**Rule - 29.6**

**Appendix - 29.6**

Court-Specific Rules  
Concerning Modification  
of an Existing Custody or  
Visitation Order

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**Title - IV** **Chapter Title - Partition of Community Property**

**Chapter - 30**

**Rule - 30.0** [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_30.0A.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0A.pdf)

**Appendix - 30.0A**

Sworn Detailed  
Descriptive List (form)

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**Title - IV** **Chapter Title - Partition of Community Property**

**Chapter - 30**

**Rule - 30.0** [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_30.0B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0B.pdf)

**Appendix - 30.0B**

Sample, Completed  
Sworn Detailed  
Descriptive List (form)

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**Title - IV** **Chapter Title - Partition of Community Property**

**Chapter - 30**

**Rule - 30.0** [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_30.0C.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0C.pdf)

**Appendix - 30.0C**

Joint Detailed  
Descriptive List (form)



<b>Title - IV</b>	<b>Chapter Title - Partition of Community Property</b>
<b>Chapter - 30</b>	
<b>Rule - 30.0</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0D.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0D.pdf</a>
<b>Appendix - 30.0D</b>	
Sample, Completed Joint Detailed Descriptive List (form)	
<b>Title - IV</b>	<b>Chapter Title - Partition of Community Property</b>
<b>Chapter - 30</b>	
<b>Rule - 30.0</b>	
<b>Appendix - 30.0E</b>	
Court-Specific Rules Concerning Detailed Descriptive Lists	
<b>Title - IV</b>	<b>Chapter Title - Partition of Community Property</b>
<b>Chapter - 30</b>	
<b>Rule - 30.1</b>	
<b>Appendix - 30.1</b>	
Court-Specific Rules Concerning Appointed Special Masters and Experts	
<b>Title - IV</b>	<b>Chapter Title - Partition of Community Property</b>
<b>Chapter - 30</b>	
<b>Rule - 30.2</b>	
<b>Appendix - 30.2</b>	
Court-Specific Rules Concerning Partition of Community Property	
<b>Title - IV</b>	<b>Chapter Title - Other Rules</b>
<b>Chapter - 31</b>	
<b>Rule - 31.0</b>	

## Appendix - 31.0

Court-Specific Rules  
Concerning Use of  
Electronic and Recording  
Devices

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Title - IV	Chapter Title - Other Rules
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Chapter - 31	
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Rule - 31.1	
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Appendix - 31.1	
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Court-Specific Rules Concerning Oral Arguments	
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Title - IV	Chapter Title - Other Rules
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Chapter - 31	
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Rule - 31.2	
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Appendix - 31.2	
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Court-Specific Rules Concerning Enrollment and Withdrawal of Counsel	
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Enrolled attorneys have, apart from their own interests, continuing legal and ethical duties to their clients, all adverse parties, and the court. Accordingly, the following requirements govern any motion to withdraw as counsel of record:

- (a) The withdrawing attorney who does not have written consent from the client must make a good faith attempt to notify the client in writing of the withdrawal and of the status of the case on the court's docket. The attorney must deliver or mail this notice to the client before filing any motion to withdraw.
- (b) If the action or proceeding has been assigned to a particular section or division of the court, then the motion to withdraw must be submitted to the judge presiding over that section or division.
- (c) Any motion to withdraw must include the following information:
  - (1) The motion must state current or last known street address and mailing address of the withdrawing attorney's client. The withdrawing attorney must also furnish this information to the clerk of court.
  - (2) If a scheduling order is in effect, a copy of it must be attached to the motion.
  - (3) The motion must state whether any conference, hearing, or trial is scheduled, and, if so, its date.
  - (4) The motion must include a certificate that the withdrawing attorney has complied with paragraph (a) and with Rule 1.16 of the Rules of Professional Conduct, Louisiana State Bar Association, Articles of Incorporation, Art. 16. A copy of the written communication required by paragraph (a) must be attached to the motion.
- (d) The court may allow an attorney to withdraw on ex parte motion if:
  - (1) The attorney has been terminated by the client; or
  - (2) The attorney has secured the written consent of the client and of all parties or their respective counsel; or
  - (3) No hearing or trial is scheduled, or the case has been concluded.
- (e) If paragraph (d) does not apply, then an attorney may withdraw as counsel of record only after a contradictory hearing and for good cause. All parties and the withdrawing attorney's client must be served with a copy of the motion and rule to show cause why it should not be granted.
- (f) If counsel's withdrawal would delay a scheduled hearing or trial, the court will not allow the withdrawal, unless exceptional circumstances exist.

(g) Paragraphs (a) through (f) do not apply to an ex parte motion to substitute counsel signed by both the withdrawing attorney and the enrolling attorney. The following rules govern such a motion:

(1) The court may grant the motion without a hearing. Movers must furnish the court with a proposed order.

(2) Substitution of counsel will not by itself be good cause to alter or delay any scheduled matters or deadlines.

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**Title - IV**

**Chapter Title - Other Rules**

**Chapter - 31**

**Rule - 31.3**

**Appendix - 31.3**

Court-Specific Rules  
Concerning  
Collaborative Divorce  
Procedures

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**Title - IV**

**Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings**

**Chapter - 32**

**Rule - 32.0**

[http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_32.0A.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_32.0A.pdf)

**Appendix - 32.0A**

Courts Authorizing and  
Directing Court-  
Appointed Hearing  
Officers, Commissioners,  
and/or Magistrates  
Pursuant To La. R.S.  
46:236.5

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**Title - IV**

**Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings**

**Chapter - 32**

**Rule - 32.0**

A. Pursuant to La. R.S. 46:236.5 this Court hereby implements an expedited process for the establishment, modification and enforcement of support obligations by authorizing and directing one or more Hearing Officers, appointed by majority vote of the entire Court, to hear support and support related matters, and to hire and employ any and all such other personnel, agency or agencies deemed necessary to implement this procedure, all of whom shall serve at the pleasure of the Court.

**Appendix - 32.0B**

Court-Specific Rules on  
Hearing Officers and  
Domestic Commissioners

B. Such Hearing Officer(s) shall have authority to perform and shall perform any and all duties assigned to him, her or them, by the Court which are consistent with La. R.S. 46:236.5 as it presently exists or as it may be from time to time, supplemented or amended in the future. Said Hearing Officer (s) shall be prohibited from engaging in the practice of law in the Twenty-Sixth Judicial District.

C. The District Court shall hold a hearing on a matter that has been the subject of the Hearing Officer's hearing upon the taking of an exception by either party. Such exception shall be made within the delays set by the applicable District Court Rule (see Rules 33.0, 34.2, and 35.5) of the Hearing Officer's

recommendation. If an exception is made, it shall be randomly assigned and docketed. If no exception is made, an order shall be signed by the Judge which shall be a final judgment and be appealable to the appropriate Court of Appeal.

D. The entire Court, by majority vote, shall fix the salary of the Hearing Officer(s) and any such other personnel hired and employed to implement this procedure.

E. In all Social Security Act Title IV-D (Aid for Dependent Children and Non-Aid for Dependent Children) cases presently pending and arising in the future, each support payment, including arrearages and future arrearages, as well as ongoing support payments, shall be assessed a five percent (5%) administrative fee. All such obligors or payors shall make any and all such payments for support, including the additional five percent (5%) amount, payable to CCU. Such payments shall be made only by money order and shall be mailed to the following address: CCU, P. O. Box 260222, Baton Rouge, LA 70826. Payor's Name, Social Security Number and LASES Number should appear on all money orders.

F. Additionally, said Hearing Officer shall be authorized to preside over hearings regarding domestic matters involving Temporary Restraining Orders and Protective Orders. The Hearing Officer shall make a recommendation and immediately present to the District Judge for signing. The Order shall be forwarded to the Protective Order Registry before the next business day. A request for appeal from the Hearing Officer's recommendation shall be made immediately, in open court, and shall be placed on the next available docket before the District Court.

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<b>Title - IV</b>	<b>Chapter Title - Hearing Officer Procedure for Title IV-D Federal Social Security Act</b>
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<b>Chapter - 33</b>
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<b>Rule - 33.0</b>
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<b>Appendix - 33.0</b>
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Court-Specific Rules Concerning Objections to Recommendations of Hearing Officers in Title IV-D Matters
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<b>Title - IV</b>	<b>Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders</b>
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<b>Chapter - 34</b>
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<b>Rule - 34.0</b>
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<b>Appendix - 34.0</b>
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Court-Specific Rules Concerning Hearing Officer Procedures for Domestic Violence Protective Orders
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<b>Title - IV</b>	<b>Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders</b>
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<b>Chapter - 34</b>
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<b>Rule - 34.2</b>
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**Appendix - 34.2**

Court-Specific Rules  
Concerning Objections to  
Rulings of Hearing  
Officer or Domestic  
Commissioner; Time for  
Filing

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<b>Title - IV</b>	<b>Chapter Title - General Procedures for Hearing Officer Conferences</b>
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**Chapter - 35****Rule - 35.1****Appendix - 35.1**

Court-Specific Rules  
Concerning Failure To  
Timely Comply with an  
Appendix 23.0D Hearing  
Officer Conference and  
Information Order and/or  
an Appendix 23.0B  
Family Law Affidavit

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<b>Title - IV</b>	<b>Chapter Title - General Procedures for Hearing Officer Conferences</b>
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**Chapter - 35**

<b>Rule - 35.4</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_35.4.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_35.4.pdf</a>
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**Appendix - 35.4**

Stipulation Form (form)

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<b>Title - IV</b>	<b>Chapter Title - General Procedures for Hearing Officer Conferences</b>
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**Chapter - 35**

A. If written objection to hearing officer findings is made, the case shall be randomly assigned and docketed.

**Rule - 35.5**

B. A request for appeal from the Hearing Officer's recommendation on a restraining order or protective order shall be made immediately, in open court, and shall be placed on the next available docket before the District Court.

**Appendix - 35.5**

Court-Specific Rules  
Concerning Objections to  
Hearing Officer  
Recommendations and  
Judgments of Domestic  
Commissioner

Comment

Source of content of this Appendix is former Title IV, 26th J.D.C. Rule 35.0.

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<b>Title - IV</b>	<b>Chapter Title - General Procedures for Hearing Officer Conferences</b>
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**Chapter - 35**

**Rule - 35.7**

**Appendix - 35.7**

Court-Specific Rules  
Concerning the Setting of  
Hearing Dates

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**Title - IV**

**Chapter Title - General Procedures for Hearing Officer Conferences**

**Chapter - 35**

**Rule - 35.8**

**Appendix - 35.8**

Court-Specific Rules  
Concerning Adoption of  
Hearing Officer's  
Recommendation as  
Temporary Order After  
Objection

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**Title - V**

**Chapter Title - Adoption Proceedings**

**Chapter - 46**

**Rule - 46.0**

**Appendix - 46.0**

Court-Specific Rules  
Concerning Filing of  
Pleadings and Required  
Exhibits in Adoption  
Proceedings

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**Title - VI**

**Chapter Title - Litigation Filed by Inmates**

**Chapter - 60**

**Rule - 60.2**

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.2.PDF>

**Appendix - 60.2**

Form IJR-1: Petition for  
Judicial Review

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**Title - VI**

**Chapter Title - Litigation Filed by Inmates**

**Chapter - 60**

**Rule - 60.4**

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.4.PDF>

**Appendix - 60.4**

Pro Se Prisoner-  
Plaintiff's Portion of the

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<b>Title - VI</b>	<b>Chapter Title - Litigation Filed by Inmates</b>
<b>Chapter - 60</b>	
<b>Rule - 60.7</b>	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.7A.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.7A.PDF</a>
<b>Appendix - 60.7A</b>	
Application To Proceed In Forma Pauperis Filed in District Court	

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<b>Title - VI</b>	<b>Chapter Title - Litigation Filed by Inmates</b>
<b>Chapter - 60</b>	
<b>Rule - 60.7</b>	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.7B.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.7B.PDF</a>
<b>Appendix - 60.7B</b>	
Motion To Proceed In Forma Pauperis on Appeals/Writs	

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<b>Title - VI</b>	<b>Chapter Title - Litigation Filed by Inmates</b>
<b>Chapter - 60</b>	
<b>Rule - 60.8</b>	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.8.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.8.PDF</a>
<b>Appendix - 60.8</b>	
Appeal of Parole Revocation	