

**NUMBERING SYSTEMS FOR LOUISIANA FAMILY AND
DOMESTIC RELATIONS COURTS AND JUVENILE COURTS**

TITLE IV

**Thirty-First Judicial District Court
Parish of Jefferson Davis**

Chapter 24 SCHEDULING HEARINGS AND TRIALS; ORDER OF BUSINESS

Rule 24.0 Scheduling Hearing; Scheduling Trials

31st JDC
Rule XVII,
Section 2

RULE XVII. DOMESTIC RELATIONS PROCEEDINGS; MEDIATION

Section 2. In each separation or divorce case where an answer is filed by the defendant in propria persona, the trial may not proceed unless either the defendant is present in Court, or the plaintiff shows by competent evidence that the defendant was notified in writing of the date and hour scheduled for the trial which notice must have been given to defendant not less than ten (10) days prior to the date of trial.

Thirty-First Judicial District Court

Rule XVII, Section 2

**Chapter 35 ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL
DIVORCE PROCEEDINGS**

Rule 35.2 Child Support Worksheet

31st JDC
Rule XVII,
Section 3

RULE XVII. DOMESTIC RELATIONS PROCEEDINGS; MEDIATION

Section 3. The fixing of child support shall be in accordance with La. R.S. 9:315, et seq. The parties shall complete the worksheet set forth in La. R.S. 9:315.14. Each party shall attach to the worksheet the verified income statement and documentation required by LSA R.S. 9:315.2A. This worksheet shall be signed by both parties and their attorneys and shall be filed in the record.

Thirty-First Judicial District Court

Rule XVII, Section 3

Chapter 38 CUSTODY AND VISITATION ORDERS

Rule 38.1 Ex Parte Custody Orders

31st JDC
Rule XVII,
Section 1

RULE XVII. DOMESTIC RELATIONS PROCEEDINGS; MEDIATION

Section 1. All petitions seeking ex parte order for provisional custody of children shall be accompanied by a separate 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.

Thirty-First Judicial District Court

Rule XVII, Section 1

Rule 38.3 Submission and Implementation of Joint Custody Plans

31st JDC
Rule XVII,
Section 4

RULE XVII. DOMESTIC RELATIONS PROCEEDINGS; MEDIATION

Section 4. Whenever any party requests joint custody, each party shall, not later than twenty four (24) hours prior to the trial of the issue, file in the court record and submit a copy to the presiding Judge a plan of implementation.

The plan of implementation shall include provisions for:

- (a) The residence of the child;
- (b) Financial support;
- (c) Visitation;
- (d) Holidays, birthdays and vacation visitation;
- (e) Education;
- (f) Religious Training;
- (g) Access to the child's records;
- (h) Medical and dental care;
- (i) Communication between the child and parents; and
- (j) Conflict resolution.

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Rule XVII, Section 4

Rule 38.5

Alternative Procedures (Mediation, Parenting Classes)

31st JDC
Rule XVII,
Section 5 & 6
Adopted effective
January 12, 2001.

RULE XVII. DOMESTIC RELATIONS PROCEEDINGS; MEDIATION

Section 5. When it appears on the face of a petition or motion that custody or visitation is an issue for decision, the Court may require the parties to mediate. In any custody or visitation proceeding, if the rule is contested on the date fixed in the Order, when the case is called, a pre trial conference will be held. If no settlement is agreed upon, the Court may require the parties to mediate their differences. The mediator shall be selected by the Court.

The Court may apportion the costs of the mediation between the parties. Unless otherwise ordered by the Court, costs of mediation shall be equally divided between and paid by the parties. All mediation will be handled on a fee schedule based on income.

Noncompliance with the provisions of the order of Mediation will subject such party to the contempt powers of the Court.

Upon resolution of the controversies by the parties, the mediator shall prepare and provide to each party a written, signed and dated agreement, verified by the mediator, setting forth the settlement terms of the controversies. If an agreement is reached by the parties through mediation, a consent judgment and/or plan of mediation incorporating the agreement shall be prepared by respective counsel for each of the parties. The consent judgment and/or plan of mediation shall be submitted to the Court for its approval and signature.

Section 6. When custody or visitation is or appears to be an issue for decision, each party shall provide to the Court prior to the time fixed for trial of the rule a verified income statement showing gross income and adjusted gross income, together with documentation of current and past earnings. The documentation shall include a copy of each party's most recent federal tax return. Failure to provide the statement and documentation shall result in the party being assessed the maximum mediation cost per hour pursuant to the income based fee schedule.

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Rule XVII, Section 5 & 6

