

RULES FOR LOUISIANA DISTRICT COURTS

TITLES I, II, and III

Thirty-First Judicial District Court

Parish of Jefferson Davis

Chapter: 2

Chapter Title: Dates of Court

Appendix 1

Rule No: 2.0

Mardi Gras (Monday and Tuesday)

Opening Ceremony of Louisiana Supreme Court and Judges Fall Conference – 1st Monday and Tuesday of October.

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.

Chapter: 3

Chapter Title: Judges and Facsimile Transmissions to the Court

Appendix 2

Rule No: 3.1

Single judge district.

Divisions or Sections of Court

The schedule of this Court is as follows:

I. Except during Petit and Civil Jury Weeks:

(a) Motion Hour Each Tuesday.

(b) Criminal Arraignments and Misdemeanor Trials Each Monday.

(c) Trial Days Wednesday, Thursday, and Friday.

(d) Juvenile Court Each Thursday from 8:30 A.M. to 10:00 A.M.

II. Grand Jury First Week in March and September.

III. Petit Jury One week to be designated by the Court during the months of January, March, May, June, September and November.

IV. Civil Jury One week to be designated by the Court during the months of February, April, July and October.

Defaults may be confirmed only on Tuesday of any week, except as announced in those weeks when Petit and Civil Juries are scheduled. Preliminary Defaults may be entered without the necessity of a personal appearance. To accomplish this end, counsel will either file an appropriate motion or write a letter addressed to the Clerk of Court requesting the entry of a preliminary default and setting forth:

1) The title of the suit.

2) The number of the suit.

3) The date of service of process.

During motion hour at the next session of Court the Minute Clerk shall cause such preliminary defaults to be entered in the usual manner.

In all confirmations of default, the testimony shall be taken by the official reporter, and such testimony thereafter will be transcribed only upon request.

Appendix 3
Rule No: 3.2 and 9.3

Single judge district.

Duty Judges; Allotments;
Signing of Pleadings in
Allotted and Non-Allotted
Cases

Chapter: 4 **Chapter Title:** Court Personnel

Appendix 4
Rule No: 4.1

Hon. Richard M. Arceneaux
Clerk of Court
Parish of Jefferson Davis
P. O. Box 799
Jennings, LA 70546
Telephone: (337) 824-1160
Facsimile: (337) 827-1354
E-Mail: jdclerk@hotmail.com

Judicial Administrators and
Clerks of Court

Chapter: 5 **Chapter Title:** Courtroom Use, Accessibility and Security

Appendix 5A

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5A.PDF>

Rule No: 5.1

Americans with Disabilities
Form

Appendix 5B

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5b.PDF>

Rule No: 5.2

Request for Interpreter and
Order

Appendix 5C

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5C.PDF>

Rule No: 5.1

Interpreters Oath

Chapter: 8

Chapter Title: Indigents and In Forma Pauperis

Rule No: 8.0

In Forma Pauperis Affidavit

Chapter: 9 Chapter Title: Procedure

Appendix 7 None.

Rule No: 9.4

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

Appendix 8 Contested matters will be assigned for trial on the date(s) to be fixed by the Judge.

Rule No: 9.14

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

Unless otherwise provided by law, no suit requiring a trial on the merits shall be assigned for trial until a party desiring that a case be set for trial shall advise the Judge by letter that all issues have been joined, that all pre trial motions, exceptions, interrogatories, requests, and discovery proceedings have been completed. The Judge's secretary will then send to counsel the Court's form titled "Motion to Set for Trial on the Merits" to be completed by counsel and returned to the Judge's office for processing. In order to obtain hearing dates, counsel will need to contact the Judge's secretary and then submit the appropriate motion and order to schedule said hearing.

PRETRIAL BRIEFS

1. Except for good cause shown, a pre trial brief shall be submitted by the parties to a trial on the merits at least five (5) working days prior to trial. It will not be necessary to file such a brief in connection with rules for alimony or child support, or suits on notes or open accounts unless there are unusual or complicated issues of law or fact to be considered. Briefs shall set forth the facts expected to be proved, the issues involved and the law pertaining thereto in that order. Supplemental briefs may be filed at anytime. Failure to file a brief will result in such disciplinary action as the Court may deem necessary.
2. Original briefs shall be filed with the Clerk of Court and a copy shall be mailed or delivered to the trial judge.

COMMUNICATION WITH JURORS

1. No attorney, party litigant, or other person shall contact any prospective juror, or a member of a prospective juror's immediate family, for the purpose of obtaining information concerning the background of any prospective juror.
2. After trial or following a verdict, no juror has any obligation to speak to any person about any case and may refuse all interviews or comments. No person may make repeated requests for interviews or questions after a juror has expressed his or her desire not to be interviewed.
3. No juror or alternate juror who consents to be interviewed may disclose any information with respect to the following:
 - 1) The specific vote of any juror other than the juror being interviewed.
 - 2) The deliberations of the jury.

- 3) For the purposes of obtaining evidence of improprieties in the jury's deliberation.
4. After trial or following a verdict, no party or their attorney shall, personally or through another person, contact, interview, examine or question any juror or alternate juror or any relative, friend or associate thereof, except on leave of court granted upon good cause shown.
5. Any violation of this rule may be punishable as contempt of the court.
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Chapter: 13

Chapter Title: Civil Litigation Filed by Inmates

Appendix 9

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.PDF>

Rule No: 13.2

In Forma Pauperis Application;
Civil Litigation Filed by Inmate
in District Court

Appendix 10

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX10.PDF>

Rule No: 13.2

In Forma Pauperis Application;
Civil Litigation Filed by
Inmate - Appeal

Chapter: 14

Chapter Title: Allotment of Cases

Appendix 11

Single judge district.

Rule No: 14.0

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

Appendix 12

Single judge district.

Rule No: 14.0

Random Allotment Traffic
Offenses, Wildlife Offenses,
and Appeals from Courts of
Limited Jurisdiction

Appendix 13

Single judge district.

Rule No: 14.1

Allotment - Defendant with
More than One Felony Case

Chapter: 15 **Chapter Title:** Assignment of Cases and Preliminary Motions
Appendix 14
Rule No: 15.0 All requests for a pre trial or status conference in criminal cases should be submitted to the Judge's office in pleading form.

Assignment of Cases, Filing of Motions, Pre-Trial and Status Conferences

Appendix 15 None.
Rule No: 15.1

Alternative Method of Service on District Attorney

Appendix 16
Rule No: 15.2 The appointment of counsel for indigent defendants is done at the 72 hour hearing on a rotating basis between counsel who serve on the indigent defendant counsel list. Appointments of counsel by the court are made at a defendant's advisement, if he is unable to make bail, or at arraignment, if a defendant has made bail.

Appointment of Counsel

Chapter: 18 **Chapter Title:** Arraignment
Appendix 17 <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX17.PDF>
Rule No: 18.0

Waiver of Formal Arraignment

Chapter: 19 **Chapter Title:** Simultaneous Peremptory Challenges
Appendix 18 Simultaneous challenges are not allowed.
Rule No: 19.0

Simultaneous Peremptory Challenges
