

RULES FOR LOUISIANA DISTRICT COURTS

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

Thirty-Second Judicial District Court

Parish of Terrebonne

Title - I	Chapter Title - Dates of Court
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Chapter - 2	Monday before Mardi Gras.
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Rule - 2.0	
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Appendix - 2.0	
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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.

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
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Chapter - 3	Elected to serve a particular division, 5 divisions, A, B, C, D, and E.
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Rule - 3.1	
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Appendix - 3.1	
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Divisions or Sections of
Court

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
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Chapter - 3	Weekly assignment of civil and/or criminal duty, rotation as designated by judicial administrator; duty judge signs only non allotted pleadings and non contested matters, probate of testament, examination of judgment debtors, domestic abuse petitions, commitments; office hours 8:30 a.m - 4:30 p.m., Monday through Friday.
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Rule - 3.2	
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Appendix - 3.2	
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Duty Judges

CRIMINAL DUTY JUDGE

The Judge of each Section shall be designated as "Criminal Duty Judge" for a period of one week (Friday, 4:30 P.M. until Friday, 4:30 P.M.), in rotation as provided by the Judicial Administrator.

The Criminal Duty Judge shall maintain regular office hours between 8:30 A.M. and 4:30 P.M. It shall be the responsibility of the Duty Judge to provide for his replacement during the time of his unavailability.

Among the responsibilities of the Criminal Duty Judge shall be the responsibility to magistrate those people arrested during the one week period, assign 72 hour hearings for the Child Welfare Department, including the giving of verbal custody authority. All verbal custody orders given during the term of the Duty Judge shall be set for hearing and tried by the Duty Judge who was on duty at the time of the verbal custody being granted. If for some reason, the Duty Judge cannot be reached for verbal authority, then any other Judge can grant verbal authority, however, it shall be the Duty Judge's responsibility to hear the 72 hour hearing as to any verbal custody orders granted during the term of the Duty Judge.

It shall also be the responsibility of the Criminal Duty Judge to convene and receive returns from the Grand Jury. The District Attorney shall inform the Duty Judge as to when he will have the Grand Jury in session, and when a return will be made, in order that the Criminal Duty Judge can make himself available for said matters. Should the Duty Judge be unavailable, any Judge may convene and receive returns from the Grand Jury on behalf of said Duty Judge.

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
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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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Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
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Chapter - 3

Rule - 3.5

Appendix - 3.5

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

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
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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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Title - I	Chapter Title - Court Personnel
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Chapter - 4

Rule - 4.1

Appendix - 4.1

Jennie Callahan District Court Coordinator 32nd Judicial District Court P. O. Box 461 Houma, LA 70361

Judicial Administrators
and Clerks of Court

Telephone: (985) 873-6589
Facsimile: (985) 580-7202
E-Mail: jrcallahan@tpcg.org

Hon. I. Robert “Bobby” Boudreaux www.terrebonneclerk.org/
Clerk of Court
Parish of Terrebonne
P. O. Box 1569
Houma, LA 70361
Telephone: (985) 868-5660
Facsimile: (985) 868-5143

Title - I	Chapter Title - Courtroom Use, Accessibility and Security
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Chapter - 5

Rule - 5.1	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF
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Appendix - 5.1A

Americans with
Disabilities Form

Title - I	Chapter Title - Courtroom Use, Accessibility and Security
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Chapter - 5

Rule - 5.1	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1B.PDF
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Appendix - 5.1B

Request for Interpreter
and Order

Title - I	Chapter Title - Courtroom Use, Accessibility and Security
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Chapter - 5

Rule - 5.1	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1C.PDF
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Appendix - 5.1C

Interpreter's Oath

Title - I	Chapter Title - Indigents and In Forma Pauperis
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Chapter - 8

Rule - 8.0	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX8.0.PDF
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Appendix - 8.0

In Forma Pauperis
Affidavit

Title - II	Chapter Title - Procedure
Chapter - 9	ALLOTMENT OF CASES
Rule - 9.3	It shall be the duty of the Clerk of Court to publicly allot civil cases equally among the division of Court immediately following the filing of the cases.
Appendix - 9.3	
Allotments: Signing of Pleadings in Allotted and Non-Allotted Cases	

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	

Title - II	Chapter Title - Procedure
Chapter - 9	
Rule - 9.6	http://www.lasc.org/rules/supreme/Louisiana_Civil_Case_Reporting_Form.pdf
Appendix - 9.6	
Louisiana Civil Case Reporting	

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	

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

Title - II	Chapter Title - Procedure
Chapter - 9	File written motion after issue joined; date selected by conference with presiding trial judge.
Rule - 9.14	ASSIGNMENT OF CASES FOR TRIAL
Appendix - 9.14	Unless otherwise provided by law, no suit requiring a trial on the merits may be assigned or fixed unless the requesting attorney verifies that the pre trial procedure of the division of Court to which the case has been allotted has been satisfied. In requesting the Court to assign a civil case for trial or a Rule or Exception requiring testimony for hearing, the written motion shall designate the number of hours or days that the requesting attorney anticipates the trial or hearing will take.
Fixing for Trial or Hearing; Scheduling Orders; Contact with Jurors	<p>The anticipated hours or days for trial or hearing shall be noted on the trial docket calendar to be kept by the Clerk of Court. The requesting party shall also indicate whether or not a trial by jury has been requested, and whether or not the services of a Court Reporter shall be required.</p> <p>The written motion shall contain the names and current addresses of all counsel or other parties to be notified.</p> <p>Unless provided otherwise by a division pre trial procedure, each party to a suit shall submit to the Court at least thirty (30) days prior to trial on the merits a pre trial statement which is set forth as follows:</p> <ol style="list-style-type: none">1) A brief but comprehensive statement of the parties' contentions.2) A statement setting forth facts established by pleadings or by stipulation, agreement or admissions.3) A statement setting forth the contested issues of fact.4) A list and brief description of exhibits which parties plan to offer in evidence. No other exhibit may be introduced except for good cause shown.5) A list of witnesses which party plans to call, (except those which may be called for impeachment or rebuttal), and a short statement as to the nature (not as to the content) of their testimony. No other witnesses may be called to testify except for good cause shown.6) A statement as to any other matters not coming under the previous hearings which may be relevant to a prompt and expeditious disposition of the case.7) A statement as to the estimated length of time necessary to try the case.8) A statement as to whether or not the case is to be tried by a jury and certification that the requirements of the Rules of Court have been complied with with regard to the jury. <p>A certificate shall follow the said statement: "I hereby certify that all issues have been joined and all rules, motions, exceptions, interrogatories, requests for admissions, depositions, and other discovery proceedings have been completed, and this matter is ready for trial."</p>

Title - III	Chapter Title - Allotment of Cases
Chapter - 14	All criminal cases, including felonies and misdemeanors, shall be randomly allotted among the five divisions of the Court by the Clerk of Court upon the filing of a bill of information or indictment. The allotment of criminal cases shall be made by the Clerk of Court in the same manner in which civil
Rule - 14.0	

Appendix - 14.0A

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

Amended effective
December 20, 2006

cases are randomly allotted. The mechanical or electrical apparatus used by the Clerk of Court for random allotment of criminal cases shall be maintained separately from that used for random allotment of civil cases.

In the event a motion or other pleading is filed by a defendant in a criminal case before the filing of a bill of information or indictment, the case shall be randomly allotted by the Clerk of Court as provided above, and the case shall not be re-allotted because a bill of information or indictment in the case is subsequently filed.

At arraignment, the Court shall advise the defendant of the division of Court to which his case has been allotted.

All felony cases against a defendant in which a bill of information or indictment is filed subsequent to the filing of a prior bill of information or indictment shall be transferred to the division of this Court to which the first felony case against that defendant was allotted and is pending.

In the event a defendant is charged by bill of information or indictment as a co-defendant, the case against all co-defendants shall be transferred to the division of this Court to which the case first filed against any of the defendants is pending. In addition, all pending cases against any of the co-defendants shall be transferred to that same division of Court.

For purposes of this rule, a felony case remains pending after the filing of a bill of information or indictment until one of the following events occurs:

- (1) the judge to whom the case was allotted declares that the case has prescribed;
- (2) the charge upon which the bill of information or indictment is based is reduced to a misdemeanor by the prosecutor;
- (3) the bill of information or indictment is dismissed or the prosecutor otherwise enters a nolle prosequi in the case with regard to the defendant;
- (4) sentence is imposed pursuant to a plea of guilty or nolo contendere or a verdict of guilty; or
- (5) a verdict other than guilty is returned against the defendant.

Notwithstanding anything hereinabove to the contrary, a defendant in a misdemeanor case may plead guilty or nolo contendere before any judge of any division of this Court and be sentenced by that judge, regardless of the allotment of his case, provided the judge before whom he appears consents to the same.

Title - III

Chapter Title - Allotment of Cases

Chapter - 14

See Appendix 14.0A.

Rule - 14.0

Appendix - 14.0B

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

Title - III

Chapter Title - Allotment of Cases

Chapter - 14

Rule 14.1 is hereby adopted.

Rule - 14.1

Appendix - 14.1

Allotment - Defendant
with More than One
Felony Case

Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
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Chapter - 15	Set out at arraignment or by written motion.
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Rule - 15.0	GRAND JURIES
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Appendix - 15.0 Assignment of Cases, Filing of Motions, Pre- Trial and Status Conferences	Grand Juries shall be drawn and impaneled in accordance with law approximately two weeks prior to the opening day of Court in the months of September and February, and said Grand Juries shall make a report of their findings in open court on the first Monday after said impanelment.
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Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
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Chapter - 15	Court inquiry at magistrate hearing and/or arraignment; appointed by court after determination of indigency.
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Rule - 15.1	
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Appendix - 15.1	
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Appointment of Counsel

Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
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Chapter - 15	None.
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Rule - 15.2	
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Appendix - 15.2	
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Alternative Method of
Service on District
Attorney

Title - III	Chapter Title - Arraignment and Pleas
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Chapter - 18	
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Rule - 18.0	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX18.0.PDF
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Appendix - 18.0	
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Waiver of Formal
Arraignment and Pleas

Title - III	Chapter Title - Simultaneous Peremptory Challenges
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Chapter - 19 Simultaneous peremptory challenges are allowed; trial judge discretion.

Rule - 19.0

Appendix - 19.0

Simultaneous
Peremptory Challenges

Title - IV **Chapter Title - Application of Rules**

Chapter - 22

Rule - 22.0

Appendix - 22.0

Courts That Have
Created Specialized
Divisions or Sections of
Court That Handle
Family Law Proceedings

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0A.pdf

Appendix - 23.0A

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

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0B.pdf

Appendix - 23.0B

Family Law Affidavit
(form)

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0C.pdf

Appendix - 23.0C

Hearing Information
Order (form)

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0D.pdf

Appendix - 23.0D

Hearing Officer
Conference and
Information Order (form)

Title - IV **Chapter Title - Notice and Exchange of Information**

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

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0

Appendix - 23.0F

Court-Specific Rules
Concerning Arrearages

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.1

Appendix - 23.1

Court-Specific Rules
Concerning Pre-Trial
Orders in Non-
Community Property
Cases

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.0

Appendix - 24.0

Court-Specific Rules Concerning Form of Pleadings and Caption Requirements in Family Law Proceedings
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Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.1

Appendix - 24.1

Court-Specific Rules Concerning Prior or Multiple Filing of Pleadings
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Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.2

Appendix - 24.2

Court-Specific Rules Concerning Allotment of Cases
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Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.3

Appendix - 24.3

Court-Specific Rules Concerning Walk- Through of Pleadings
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Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.4

Appendix - 24.4

Court-Specific Rules
Concerning Appointment
of Attorneys To
Represent Absentee
Defendants

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.5

Appendix - 24.5

Court-Specific Rules
Concerning Extensions
of Time To Plead in
Family Law Proceedings

Title - IV **Chapter Title - Procedure**

Chapter - 24

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

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.7

Appendix - 24.7A

Court-Specific Rules
Concerning Scheduling
Hearings and Trials

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.7

Appendix - 24.7B

Court-Specific Rules
Concerning Order of
Business

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.8

Appendix - 24.8A

Court-Specific Rules
Concerning
Continuances in Family
Law Proceedings

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.8 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8B.pdf

Appendix - 24.8B

Uncontested Motion To
Continue (form)

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.8 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8C.pdf

Appendix - 24.8C

Contested Motion To
Continue (form)

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.9

Appendix - 24.9

Court-Specific Rules
Concerning Discovery

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.10

Appendix - 24.10

Court-Specific Rules
Concerning Setting of
Pre-Trial Conferences

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	

Title - IV	Chapter Title - Procedure
Chapter - 24	Clients and witnesses shall be advised not to bring children to court, unless in unusual circumstances where the children may be called as witnesses. Children, under the age of twelve, shall not be allowed in the courtroom without permission of the court.
Rule - 24.12	
Appendix - 24.12	
Court-Specific Rules Concerning the Presence of Children in the Courtroom and/or Hearing Officer Conferences	

Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.13	
Appendix - 24.13	
Court-Specific Rules Concerning Mental Health Evaluations in Family Law Proceedings	

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

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

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

Chapter - 25

Rule - 25.1

Appendix - 25.1

Court-Specific Rules on
Income Assignment
Orders

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

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))

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

Appendix - 26.0B

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

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
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Chapter - 27

Rule - 27.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.0A.pdf

Appendix - 27.0A

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

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

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

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
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Chapter - 27

Rule - 27.1 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)

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
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Chapter - 27

Rule - 27.1 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)

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

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
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Chapter - 28

Rule - 28.0

Appendix - 28.0

Court-Specific Rules
Concerning Default
Judgments

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
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Chapter - 28

Rule - 28.1

Appendix - 28.1A

Court-Specific Rules
Concerning Allowance
of Divorce by Affidavit

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
Chapter - 28	
Rule - 28.1	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)	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
Chapter - 28	
Rule - 28.1	
Appendix - 28.1C	
Courts That Require the Filing of a La. C.C.P. art. 1702(E) Divorce Checklist	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
Chapter - 28	
Rule - 28.2	
Appendix - 28.2A	
Courts That Require the Filing of a La. C.C.P. art. 969(B) Divorce Checklist	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
Chapter - 28	
Rule - 28.2	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.2B.pdf
Appendix - 28.2B	
La. C.C.P. art. 969(B) Divorce Checklist (form)	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
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Chapter - 28

Rule - 28.3

http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.3A.pdf

Appendix - 28.3A

Acceptance of Waiver
and Waiver of Service
and Citation and Delays
in a La. C.C. art. 103
Divorce (form)

Title - IV

Chapter Title - Divorces Pursuant to La. Civ. Code Article 103

Chapter - 28

Rule - 28.3

Appendix - 28.3B

Courts That Require a
Specific Form for Waiver
of Service and Citation in
a La. C.C. art. 103
Divorce

Title - IV

Chapter Title - Custody and Visitation Orders

Chapter - 29

Rule - 29.0

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)

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

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)

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

Rule - 29.0

Appendix - 29.0C

Court-Specific Rules Concerning Ex Parte Custody Orders

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

Rule - 29.2	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2A.pdf
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Appendix - 29.2A

Joint Custody Plan (With Domiciliary Parent) (form)

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

Rule - 29.2	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2B.pdf
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Appendix - 29.2B

Joint Custody Plan (Without Domiciliary Parent) (form)
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Title - IV	Chapter Title - Custody and Visitation Orders
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Chapter - 29

Rule - 29.3

Appendix - 29.3

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

Rule - 29.4

Appendix - 29.4

Court-Specific Rules
Concerning Mediation

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

Rule - 29.5	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.5.pdf
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Appendix - 29.5

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

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

Rule - 29.6

Appendix - 29.6

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

Title - IV	Chapter Title - Partition of Community Property
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Chapter - 30

Rule - 30.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0A.pdf
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Appendix - 30.0A

Sworn Detailed
Descriptive List (form)

Title - IV	Chapter Title - Partition of Community Property
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Chapter - 30

Rule - 30.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0B.pdf

Appendix - 30.0B

Sample, Completed
Sworn Detailed
Descriptive List (form)

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

Appendix - 30.0C

Joint Detailed
Descriptive List (form)

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

Chapter - 30

Rule - 30.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0D.pdf

Appendix - 30.0D

Sample, Completed Joint
Detailed Descriptive List
(form)

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

Chapter - 30

Rule - 30.0

Appendix - 30.0E

Court-Specific Rules
Concerning Detailed
Descriptive Lists

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

Chapter - 30

Rule - 30.1

Appendix - 30.1

Court-Specific Rules
Concerning Appointed
Special Masters and
Experts

Title - IV

Chapter Title - Partition of Community Property

Chapter - 30

Rule - 30.2

Appendix - 30.2

Court-Specific Rules
Concerning Partition of
Community Property

Title - IV

Chapter Title - Other Rules

Chapter - 31

Rule - 31.0

Appendix - 31.0

Court-Specific Rules
Concerning Use of
Electronic and Recording
Devices

Title - IV

Chapter Title - Other Rules

Chapter - 31

Rule - 31.1

Appendix - 31.1

Court-Specific Rules
Concerning Oral
Arguments

Title - IV

Chapter Title - Other Rules

Chapter - 31

Rule - 31.2

Appendix - 31.2

Court-Specific Rules
Concerning Enrollment
and Withdrawal of
Counsel

Title - IV

Chapter Title - Other Rules

Chapter - 31

Rule - 31.3

Appendix - 31.3

Court-Specific Rules
Concerning
Collaborative Divorce
Procedures

Title - IV	Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings
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Chapter - 32

Rule - 32.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_32.0A.pdf
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Appendix - 32.0A

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

Title - IV	Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings
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Chapter - 32

Rule - 32.0

Appendix - 32.0B

Court-Specific Rules on Hearing Officers and Domestic Commissioners

A. Civil Duty Judge: A Judge of the Civil Court shall be assigned primary responsibility for the entry of preliminary defaults, confirmation of defaults, probate of testaments, examination of judgment debtors, signing of orders in domestic abuse petitions, commitments under the Mental Health Law, and in general, to handle all routine matters not involving a contest between the parties, and in which no contest is indicated. Such Judge shall be known as the Civil Duty Judge, and he shall open Court at 9:00 o'clock A.M. daily unless he has made other arrangements and has so advised the Clerk of Court and all other Judges. The Judicial Administrator shall set up a rotation for the designated Civil Duty Judge which shall be from Monday until Friday at 4:30 P.M., and the Judicial Administrator shall furnish to the Clerk of Court the Duty Judge rotation schedule in order that all attorneys might be informed of the Section of Court handling uncontested matters.

Counsel shall not present to the Duty Judge any matter which is related to, bears upon, or affects a contested hearing already docketed in a case. Such additional matters must be presented to the Judge to whom it is assigned.

The Duty Judge shall maintain regular office hours between 8:30 A.M. and 4:30 P.M. It shall be the responsibility of the Duty Judge to provide for his replacement during times of his unavailability, and to inform the Clerk of Court the day before of his replacement in order that the Clerk of Court will know where to send attorneys seeking the Duty Judge.

USE OF HEARING OFFICERS

A. Pursuant to LSA 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 a Hearing Officer appointed by a majority of the entire Court to hear support and support related matters.

B. Pursuant to the authority of R.S. 46:236.5. in all Title IV-D cases presently pending and arising in the future, the Court shall assess an additional five (5%) percent to each support obligation, including existing arrearages and future arrearages as well as ongoing support payments, beginning March 1, 1998 in accordance with law.

C. Unless otherwise ordered by the Court the minutes of the Court shall reflect the amount made executor followed by the words "plus five (5%) thereof as a fee to fund the administration costs of the expedited process.

D. The Hearing Officer shall have authority to perform and shall perform any and all duties provided

by LSA R.S. 46:236.5 as it presently exists or as it may be, from time to time supplemented and amended, unless limited by the Court.

E. Motion and Contradictory Hearing

1. Any party may take exception to the Hearing Officer's findings of fact and move for a contradictory hearing before the Judge of the appropriate Division of the Court. A written opposition to the Hearing Officer's Recommendation to the Court shall be filed within a certain number of days – dependant on the delays set forth in District Court Rules 33.0, 34.2, or 35.5 – from the date of the hearing with the Clerk of the Non Support Division of the Family Docket.
2. Upon filing a "Motion for Contradictory Hearing" opposing the Hearing Officer's Recommendation, the Court shall schedule a contradictory hearing on the Court's next available date to be held before the Judge in the appropriate division. The Judge shall accept, reject, or modify in whole or part the finding of the Hearing Officer.
3. Except in extraordinary circumstances, if no exception to the Hearing Officer's Recommendation is filed within three (3) days following the initial hearing before the Hearing Officer, an order shall be signed by the Judge of the appropriate Division which shall be a final Judgment and shall be appealable to the appellate court.

F. Docketing of Cases, Development of Forms.

1. The Terrebonne Parish District Attorney's Office, Non Support Division and the Louisiana Department of Social Services, Support Enforcement Services (SES) shall cause to be docketed, all non support cases, pertaining to the establishment, collection and enforcement of support orders. Such cases shall be heard by a Hearing Officer appointed by the Terrebonne Parish District Court to preside over non support hearings. The Terrebonne Parish District Attorney shall be the prosecuting officer in these cases and shall have a representative in Court when such cases are docketed.
2. The Hearing Officers are authorized to develop the necessary forms in order to effectuate the prompt and efficient movement of all such cases through Court, subject to Court approval.

G. Use of Guidelines and Deviation from Guidelines.

1. The guidelines as set forth in R.S. 9:315, et seq., are to be used in any proceeding to establish or modify child support.
2. The Court may deviate from the guidelines if the application would not be in the best interest of the child or would be inequitable to the parties. The Court shall give specific oral or written reasons for the deviation, including a finding as to the amount of support that would have been required under a strict application of the guidelines.

H. Rules and Motions

1. All Court proceedings must be initiated by written request either by formal motion or by formal rule. The written request must set forth in general terms the relief sought by the moving party or the category of hearing which is being requested (i.e., Reduction, Contempt, etc.), as well as the names of all relevant parties and the docket number of the case.
2. All rules and motions filed on behalf of the State of Louisiana, either through the Terrebonne Parish District Attorney's Office or Through Support Enforcement Services are the responsibilities of the Terrebonne Parish District Attorney, Non Support Division or Support Enforcement Services. The D.A. or legal representatives of Support Enforcement Services will represent the interest of the State at the hearings. All rules and motions filed on behalf of the defendant/payor must be submitted in writing with an appropriate certificate of service on opposing counsel.
3. When rules are filed alleging contempt for failure to pay support as ordered, the Regional Support Enforcement Services Office shall procure a computer printout of the defendant's account to assist the Court in determining the proper status of the account. Both parties are to provide proof of support paid and/or received during the period of time in question.

I. Required Information

At the hearings to initially set support or modification of an existing order, both the defendant and the person seeking the order of support or modification, shall bring to Court, a copy of their most recent state and federal tax return, four recent paycheck stubs or a paycheck stub with a year to date amount, proof of the cost for medical insurance premiums to insure the child or children only, and proof of child

care expenses, or certification/evidence of state or federal benefits.

J. Uniform Interstate Family Support Act (UIFSA)

1. When the person owing the support (designated as "Respondent") resides within the jurisdiction of the 32nd Judicial District Court and the petitioner resides in another state, such cases shall be designated as 'Responding UIFSA'.

2. In Responding URESA and Responding UIFSA matters, when the Respondent is ordered to contribute to the support of his/her dependents, the Court may order him/her to pay an additional amount as costs not to exceed five (5%) percent of the support order.

K. Change of Address of Defendant and Payee.

Both parties in a court ordered support matter are responsible for notifying the Court in writing through the Regional Support Enforcement Services Office of any change of address or place of employment.

L. Children

Clients and witnesses shall be advised not to bring children to court, unless in unusual circumstances where the children may be called as witnesses. Children, under the age of twelve, shall not be allowed in the courtroom without permission of the court.

32nd JDC -- Comment

The sources of the 32nd JDC rules above are as follows:

Section A of this Appendix is former 32nd JDC Rule 14A.1.

Section B of this Appendix is former 32nd JDC Rule 14A.2.

Section D of this Appendix is former 32nd JDC Rule 14A.3.

Section E of this Appendix is former 32nd JDC Rule 14A.4.

Section F of this Appendix is former 32nd JDC Rule 14A.5.

Section G of this Appendix is former 32nd JDC Rule 14A.6.

Section H of this Appendix is former 32nd JDC Rule 14A.7.

Section I of this Appendix is former 32nd JDC Rule 14A.8.

Section J of this Appendix is former 32nd JDC Rule 14A.9.

Section K of this Appendix is former 32nd JDC Rule 14A.10.

Section L of this Appendix is former 32nd JDC Rule 14A.11.

Title - IV	Chapter Title - Hearing Officer Procedure for Title IV-D Federal Social Security Act
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Chapter - 33

Rule - 33.0

Appendix - 33.0

Court-Specific Rules Concerning Objections to Recommendations of Hearing Officers in Title IV-D Matters

Title - IV	Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders
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Chapter - 34

Rule - 34.0

Appendix - 34.0

Court-Specific Rules
Concerning Hearing
Officer Procedures for
Domestic Violence
Protective Orders

Title - IV	Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders
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Chapter - 34

Rule - 34.2

Appendix - 34.2

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

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

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

Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
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Chapter - 35

Rule - 35.4	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_35.4.pdf
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Appendix - 35.4

Stipulation Form (form)

Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
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Chapter - 35

Rule - 35.5

A. Any party may take exception to the Hearing Officer's findings of fact and move for a contradictory hearing before the Judge of the appropriate Division of the Court. A written opposition to the Hearing Officer's Recommendation to the Court shall be filed within the delays provided by this rule.

Appendix - 35.5

B. Upon filing a "Motion for Contradictory Hearing" opposing the Hearing Officer's Recommendation,

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

the Court shall schedule a contradictory hearing on the Court's next available date to be held before the Judge in the appropriate division.

Title - IV

Chapter Title - General Procedures for Hearing Officer Conferences

Chapter - 35

Rule - 35.7

Appendix - 35.7

Court-Specific Rules
Concerning the Setting of
Hearing Dates

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

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

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

Title - VI	Chapter Title - Litigation Filed by Inmates
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Chapter - 60

Rule - 60.4	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.4.PDF
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Appendix - 60.4

Pro Se Prisoner- Plaintiff's Portion of the Pre-Trial Order

Title - VI	Chapter Title - Litigation Filed by Inmates
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Chapter - 60

Rule - 60.7	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.7A.PDF
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Appendix - 60.7A

Application To Proceed In Forma Pauperis Filed in District Court
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Title - VI	Chapter Title - Litigation Filed by Inmates
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Chapter - 60

Rule - 60.7	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.7B.PDF
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Appendix - 60.7B

Motion To Proceed In Forma Pauperis on Appeals/Writs
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Title - VI	Chapter Title - Litigation Filed by Inmates
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Chapter - 60

Rule - 60.8	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.8.PDF
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Appendix - 60.8

Appeal of Parole Revocation
