

RULES FOR LOUISIANA DISTRICT COURTS

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

Thirty-Fourth Judicial District Court

Parish of St. Bernard

Title - I Chapter Title - Dates of Court

Chapter - 2 Monday before Mardi Gras and Wednesday after Mardi Gras.

Rule - 2.0

Appendix - 2.0

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

Chapter - 3 The Court shall be composed of as many divisions as there are Judges authorized by law for the Thirty Fourth Judicial District. The Court is composed of the following divisions:

Rule - 3.1

Appendix - 3.1

Divisions or Sections of
Court

Amended effective
September 7, 2018;
amended effective March
8, 2021.

- DIVISION A: Judge William M. McGoey
 - DIVISION B: Judge Jeanne Nunez Juneau
 - DIVISION C: Judge Kim Cooper Jones
 - DIVISION D: Judge Darren M. Roy
 - DIVISION E: Judge Eric A. Bopp
-

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

Chapter - 3 DUTY JUDGE

Rule - 3.2 There is established the position of Duty Judge of the Thirty Fourth Judicial District Court. The Duty Judge shall:

Appendix - 3.2

Duty Judges

Amended effective
September 7, 2018.

1. Serve as the Committing Magistrate for all criminal matters including the following responsibilities:
 - a. All weekend and holiday emergencies.
 - b. Fixing bail.
 - c. All other matters relating to persons in custody except when the case has been allotted to another judge and that judge is available.
 - d. Authorization of all search and arrest warrants.

2. Handle all civil matters not referable to the allotted Judge, including:
 - a. Default judgments, if the allotted judge is unavailable.
 - b. Actions such as civil commitment, injunctions, habeas corpus or other summary proceedings in emergency cases where the Judge to whom the matter is allotted cannot be located after diligent effort.
 3. In the absence of the duty judge, the other judges shall share the responsibility during the times of his unavailability. The DUTY JUDGE shall have in his possession a duty phone whose number is available at the jail and sheriff's office.
 4. Neither the District Attorney nor his Assistants, the Sheriff, nor his deputies, Attorneys, Bail bondsmen or any other person shall contact any Judge other than the DUTY JUDGE until it is verified that the DUTY JUDGE is unavailable and after waiting at least one half hour for the DUTY JUDGE to return any calls directed to him at home or elsewhere.
 5. Each Division of the Court shall have magistrate duties on a rotating monthly basis commencing January 1, 2000 with Division "B".
 6. The Duty Judge shall not be disturbed at home after twelve o'clock midnight and prior to six o'clock A.M. for the purpose of setting bond by the District Attorney nor his Assistants, the Sheriff, nor his deputies, Attorneys, Bail bondsmen or any other person.
- 4). Prior to filing of contradictory pleadings the following cases may be taken up before any Division:
1. Executory Process
 2. Change of Name
 3. Mandamus
 4. Garnishment
 5. Judgment Debtor Rules, when judgment was obtained in another jurisdiction.

If contradictory pleadings are filed in any of the above cases, then the case shall be heard before the Division to which it has been allotted.

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

Chapter - 3 Any judge of the Thirty Fourth Judicial District Court may electronically sign court orders, notices, official court documents, and other writings, whether civil or criminal, if the electronic signature consists of a computer data compilation of any symbol or series of symbols executed, adopted, or authorized by the judge to be the legally binding equivalent of the judge's handwritten signature.

Rule - 3.4

Appendix - 3.4

Court-Specific Rules Concerning Judges' Use of Electronic Signatures

This shall include, but not be limited to, the use of the WarrantNow application, the DocuSign application, the St. Bernard Clerk's electronic signing system, or the transmission on unalterable .pdf or other flattened documents through means calculated to ensure the security and authenticity of the judge's signature.

Effective November 20, 2020.

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

Chapter - 3 Magistrate Court shall be held at 9:15 A.M. or said earlier or later time set by the duty judge of each judicial day, and the defendant shall either appear in person or by use of telephone or audio-video electronic equipment as available in the St. Bernard Parish Jail.

Rule - 3.5

Appendix - 3.5

Court-Specific Rules Concerning Simultaneous

Pursuant to Louisiana Code of Criminal Procedure Articles 522, 551, 553, 556, 556.1, 562, and 835, a defendant's appearance at the following proceedings may be made by simultaneous transmission through audio-visual electronic equipment:

Appearance by a Party or Witness by Audio-Visual Transmission

Effective January 1, 2016; amended effective November 20, 2020.

1. Seventy-two hour hearing;
2. Initial setting of bail;
3. Any pretrial motion;
4. Any hearing on pretrial motion;
5. Arraignment;
6. Any post-conviction proceeding;
7. Entry of a plea of guilty on a non-capital felony or misdemeanor offense if the defendant is incarcerated in Louisiana;
8. Any revocation hearing for a probation violation, including any hearing for contempt, if the defendant is incarcerated in Louisiana;
9. Pronouncement of sentence;
10. Any other proceeding where specifically allowed by the Code of Criminal Code Procedure relative to simultaneous Audio/Visual Transmission.

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

Chapter - 3

Rule - 3.6

Appendix - 3.6

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

Title - I Chapter Title - Court Personnel

Chapter - 4

Honorable Randy S. Nunez <http://www.stbclerk.com/>

Clerk of Court

Parish of St. Bernard

P. O. Box 1746

Chalmette, LA 70044-1746

Telephone: (504) 271-3434

Facsimile: (504) 278-4380

Rule - 4.1

Appendix - 4.1

Judicial Administrators
and Clerks of Court

Amended effective
September 7, 2018.

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

Chapter - 5

Rule - 5.1

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF>

Appendix - 5.1A

Americans with
Disabilities Form

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

Chapter - 5

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

Appendix - 5.1B

Request for Interpreter
and Order

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

Chapter - 5

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

Appendix - 5.1C

Interpreter's Oath

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

Chapter - 8

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

Appendix - 8.0

In Forma Pauperis
Affidavit

Title - II **Chapter Title - Procedure**

Chapter - 9 ALLOTMENT OF CASES

Rule - 9.3 1. All matters, civil and criminal, shall be allotted to a Division of the Court upon filing. The Clerk of Court shall use an electronic device which will equally, but at random, divide the cases between the Divisions of the Court. The Clerk of Court shall furnish to the Court a list of allotments monthly.

Appendix - 9.3

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

Amended effective
September 7, 2018.

2. Once a civil matter has been allotted, all matters relative thereto shall be handled solely by the Judge of the Division to which it has been allotted, except that preliminary defaults, judgments by confirmation of default, and uncontested matters which appear in the nature of a confirmation of default may be taken before any Division regardless of allotment.

JURY TRIALS

A. All pleadings in cases in which a jury trial is requested shall be designated in capital letters "JURY TRIAL".

B. A juror may be excused from jury duty only by the judge of the division for which he has been summoned.

C. Request for jury trials shall be made in the manner and within the time provided by Civil Code of Procedure Article 1731, et seq.; and the party requesting same will be required to deposit cash in such amounts as set forth in Section F herein.

D. Each division shall call Civil Jury Terms at such intervals as are reasonably consistent with the relative number of jury and non-jury cases to be tried, and the composition of the jury shall be determined at the pre-trial conference.

E. Upon the fixing of a trial date for a jury trial by any of the Judges of this Court, the Clerk of Court will take the following action:

1. Notify the Jury Commission to proceed to draw a jury venire for that date.
 2. Advise all counsel in writing at least sixty (60) days before the day of trial, that the party requesting the jury trial will be required to pay the costs of serving the jury venire prior to the issuance of the summons; that the payment must be made thirty (30) days prior to trial; and the amount of payment required. The notice to all counsel, particularly counsel for the parties requesting the jury, must advise them that they will lose the date, as the court will not summon the jury venire if the payment is not made thirty (30) calendar days prior to the trial. This notice must be in **BOLD RED INK**.
 3. Advise the Court, as well as all counsel, when and if payment has been made.
 4. Send out jury notice if payment has been received, thirty (30) calendar days prior to trial. In the event of settlement or compromise of a jury case at least thirty three (33) days prior to trial, the Clerk will return the full deposit made for the summoning of the jury venire. In the event of settlement or compromise of a jury case between the 33rd day and 30th calendar day prior to trial, the Clerk will return the deposit less costs of preparing the summons of the jury venire. The party requesting the jury trial will not be entitled to a refund of any costs deposited for the serving of the venire once the 30 calendar day period has passed.
 5. If the Court has set more than one jury case on a particular date and if more than one case has deposited the cost, the Clerk will apportion the costs of serving the jury venire between all parties who have made deposits. In the event of settlement or compromise of a jury case within the last five (5) days prior to the date of trial, and before 4:00 P.M. on the day before the trial, the Clerk will notify the prospective jurors through code a phone and the party requesting the jury will not be cast for juror appearance fees.
 6. The party upon whose order the jury trial was granted shall be responsible for the payment of all accrued costs and expenses, including juror appearance fees, if the case is settled the morning of trial. If more than one case was set and all cases have been settled, the Clerk will apportion the costs between those cases. If a jury is used, then that case will bear all costs, and the deposit made for service of the venire will be returned to those cases who made the deposit and could not have the trial on that date.
- F. The party requesting the trial by jury shall deposit the sum of \$2,000.00 with the Clerk of Court for the cost of drawing the jury venire and issuing subpoenas to the prospective jurors no later than thirty (30) days prior to trial.

G. Payment of jury fees contemporaneously with the jurors' performance of their jury service is essential to the proper administration of justice. Accordingly, a party requesting trial by jury shall deposit with the Clerk of Court, no later than one hour before the date set for trial, the following sums to be used for the payment of jury fees:

1. \$2,000.00 for the first day of the trial.
2. \$400.00 for each additional day of the trial.

Within one hour before the commencement of court on each day that the trial continues, the party requesting jury trial shall verify with the Clerk of Court that a sufficient deposit is available for the payment of all jury fees. No trial by jury shall commence until this rule is complied with. Failure to comply with this rule shall constitute a waiver of the request for jury trial and a consent to trial of the case before the judge alone. The actual cost of the jury shall be assessed and paid as court costs, in the manner provided by law. If the party requesting the jury trial is not cast for all of the court costs, he is entitled to a full (or proportionate) refund of the deposit required by this when the court costs have been paid in full. The party requesting a trial by jury shall be responsible on a daily basis for all jury food expenses. When the funds are made available through the provisions of this rule, the Clerk of Court shall pay each juror the fees and costs to which he is entitled no later than upon completion of the trial.

H. Section E shall not apply to "in forma pauperis" suits. Any settlement of such suits shall provide for the payment of accrued costs.

I. Nothing herein contained shall be construed to prevent a litigant from proceeding "in forma pauperis" in a jury case without pre payment of costs or furnishing security for same.

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

Fixing of trial or hearing is made by written motion.

Rule - 9.14

PRE-TRIAL CONFERENCES

Appendix - 9.14

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

1. Any party desiring to assign a case for trial, after all issues are joined shall file a written motion to fix for trial which may make a request for a pre-trial conference.
2. At least two judicial days before the scheduled pre-trial, counsel for all parties must submit to the court a statement jointly prepared and signed including the following information:
 - a. A statement of what discovery remaining to be completed and whether any exceptions or motions are pending or contemplated.
 - b. A statement of undisputed facts and a formal stipulation thereof.
 - c. A statement of disputed facts.
 - d. A statement of undisputed law applicable to the case.
 - e. A statement of disputed law applicable to the case.
 - f. A memorandum of law supporting (d).
 - g. A list of all exhibits to be offered at trial.
 - h. A list of all witnesses and a summary of their testimony.
 - i. A statement of whether to be tried by Judge or Jury.
 - j. Requested special jury charges and jury interrogatories to be submitted seven (7) days prior to trial.
 - k. A statement as to any other matters not coming under the previous headings which may be relevant to a prompt and expeditious disposition of the case.
 - l. The sentence "Trial of this case is hereby set for _____ at _____" with an appropriate blank for the signature of the judge. It shall be the responsibility of the plaintiff to initiate steps to prepare the statement herein required.
3. The attorney who will try the case must attend the pre-trial conference, unless prior consent of the court is obtained. In any event, the attorney who attends the pre-trial conference must be thoroughly familiar with the case, must be prepared to enter into stipulations as to all aspects of the case, and must possess firm settlement authority.
4. Where discovery is not complete by pre-trial conference, the court may either convert the pre-trial conference into a status conference, or complete the pre-trial conference but fix a date beyond which no further discovery will be had.
5. In the event a party feels that a pre-trial conference should not be held, or that the type of pre-trial conference contemplated by these rules does not appear to be calculated to facilitate a just and speedy determination of the issues, he shall notify the Judge within five days of the mailing of the notice of pre-trial conference.
6. Any time the judge deems that a conference with all counsel may materially advance the cause or will serve the interests of justice, he may provoke a status conference.
7. If counsel fails to appear at pre-trial conference or to conform to the rules set forth herein, the court may impose any sanction authorized by law for such conduct, including the imposition of a fine against counsel personally.

SETTLEMENTS AND VOLUNTARY DISMISSALS

1. Every motion for voluntary dismissal of a matter which has been fixed for trial on the merits, or in which a hearing on a motion, rule or exception is pending shall contain a statement of the date and nature of the pending trial or hearing, and a copy of the motion and judgment of dismissal shall be

delivered to the judge before whom the trial or hearing is pending.

2. When a civil case which has been set for trial on the merits is settled or otherwise disposed of, counsel shall immediately inform the clerk's office, the judge of the division to which the case is allotted, and all persons subpoenaed as witnesses.

JUDGMENTS

1. All Judgments in contested matters shall be approved as to form by all counsel prior to submission to the court for signing. If approval or objection with reason is not provided within ten (10) days, the judgment shall be submitted with that statement.

Title - III**Chapter Title - Allotment of Cases****Chapter - 14****CRIMINAL ALLOTMENTS****Rule - 14.0**

1. All criminal matters shall be allotted upon filing in accordance with Appendix 9.3. Additionally, the Clerk shall insert the chapter and number subpart of the revised statutes under which the defendant is charged. (Example: 00 000, R.S. 14:30 27) This designation shall be placed on all motions for pre trial hearing, or trial by District Attorney or Defense Counsel, but if not affixed by the District Attorney or Defense Counsel, shall be inserted by the Clerk of Court.

Appendix - 14.0A

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

2. Each criminal case shall be given but one number and receive only one allotment which shall be determined by the first pleading filed whether that pleading be the bill of information or indictment filed by the State or any pre trial motion filed by the defense prior to the filing of the bill of indictment or information, and all subsequent pleadings pertaining to that defendant and that particular alleged offense shall bear the same number and division as the initial pleadings.

Title - III**Chapter Title - Allotment of Cases****Chapter - 14**

(a) All Title 32 Traffic Offenses, Parish Ordinance Violations, Title 56 Wildlife Offenses in which a law enforcement officer issues a summons or citation (and the defendant is not booked into the parish jail) shall be equally and randomly allotted between the divisions of court by the District Attorney, in accordance with the pre-determined appearance dates to law enforcement officers to be recorded on the summons or citation.

Rule - 14.0**Appendix - 14.0B**

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

(b) All other misdemeanor offenses in which law enforcement is allowed by law to issue a summons or citation (and the defendant is not booked into the parish jail) shall be randomly allotted by the Clerk of Court.

(c) Appeals from Courts of Limited Jurisdiction shall be randomly allotted by the Clerk of Court.

Amended effective March 8, 2021.

Title - III**Chapter Title - Allotment of Cases****Chapter - 14**

When there are multiple charges against the same defendant, they shall be assigned to the division allotted the lowest number.

Rule - 14.1**Appendix - 14.1**

Allotment - Defendant with More than One

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

MAGISTRATE COURT

Rule - 15.0

Magistrate Court shall be held at 9:15 A.M. or said earlier or later time set by the duty judge of each judicial day, and the defendant shall either appear in person or by use of telephone or audio-video electronic equipment as available in the St. Bernard Parish Jail. (This language also appears in new Appendix 15.3 (“Court-Specific Rules on Simultaneous Appearance by a Party or Witness by Audio-Visual Transmission”))

Appendix - 15.0

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

All arrestees, in addition to being advised of the charges against them and their legal rights pertaining thereto, shall be informed as to their right of counsel if financially unable to obtain counsel of their choosing.

Amended effective January 1, 2016; amended effective September 7, 2018.

If the arrestee desires the Court to appoint counsel, he shall execute an affidavit provided by the Court and shall declare that he is financially unable to obtain counsel and desires that an attorney be appointed to represent him; and further that he will pay any periodic amounts assessed by the Court after a later determination of his financial condition. The Court shall then sign the arrestee's affidavit and appoint counsel.

The Clerk upon receiving the completed affidavit and order of appointment shall docket and allot the matter in the manner set forth herein for magistrate court.

The magistrate judge is authorized to recall bench warrants outstanding on criminal defendants and to charge a bench warrant recall fee of \$80.00 or such other amount as set based upon the defendant's record.

Magistrate court may be held at other times as the interests of justice may require.

CRIMINAL HEARINGS

1. All arraignments, traffic, misdemeanors and felony cases and all pre-trial motions including motions to suppress, shall be heard pursuant to the schedule of master criminal dates prepared the previous year for each division unless the length and nature of the pre-trial motions require a special fixing.
2. All sanity hearings, motions pertaining to mental competency, misdemeanor trials and criminal pre-trials shall be heard pursuant to the schedule of master criminal dates prepared the previous year for each division.
3. As far as practical, all writs of HABEAS CORPUS and proceedings for post-conviction relief shall be held on Thursday of each week unless a special setting on a civil day is deemed advisable by the trial judge.

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

Counsel for indigent defendants may be appointed at magistrate court, if appropriate. Alternatively, appointment of counsel may wait until arraignment in order to determine true indigency or whether Defendant has retained own counsel. If the Court appoints, it appoints the Office of Public Defender.

Rule - 15.1

Appendix - 15.1

Appointment of Counsel

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

Chapter - 15

Rule - 15.2

Appendix - 15.2

Alternative Method of
Service on District
Attorney

Title - III **Chapter Title - Arraignment and Pleas**

Chapter - 18

Rule - 18.0 <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX18.0.PDF>

Appendix - 18.0

Waiver of Formal
Arraignment and Pleas

Title - III **Chapter Title - Simultaneous Peremptory Challenges**

Chapter - 19 Simultaneous peremptory challenges are allowed.

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

Any pleading in which a litigant seeks an adjudication of contempt or an executory judgment for nonpayment of spousal or child support shall contain allegations of or shall be accompanied by a statement setting forth the following:

Rule - 23.0

Appendix - 23.0F

Court-Specific Rules
Concerning Arrearages

1. A computation of all payments that have accrued under the judgment.
2. An itemized list of all payments received, showing the date, the payor, the recipient, and the manner of each payment. The payments received more than six months before the first alleged default for which a contempt adjudication or an executory judgment is sought need not be itemized unless such payments are relevant to the issues before the court. The opposing party shall admit or controvert the allegations or contents of the statement in a pleading or statement filed at least twenty four (24) hours prior to the time the matter is called for hearing.
3. A copy of the pleading or statement required by this rule shall be delivered to opposing counsel and to the Judge to whom the matter is assigned when the original is filed in the record.

See Section V of the Appendix 23.0B Family Law Affidavit.

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

Chapter - 24

Rule - 24.0

Appendix - 24.0

Court-Specific Rules
Concerning Form of
Pleadings and Caption
Requirements in Family
Law Proceedings

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.1

Appendix - 24.1

Court-Specific Rules
Concerning Prior or
Multiple Filing of
Pleadings

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.2

Appendix - 24.2

Court-Specific Rules
Concerning Allotment of
Cases

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.3

Appendix - 24.3

Court-Specific Rules
Concerning Walk-
Through of Pleadings

Title - IV **Chapter Title - Procedure**

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

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

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

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

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**

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**

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**

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**

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**

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**

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**

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**

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)

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**

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

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**

Chapter - 29

Rule - 29.0

Appendix - 29.0C

Court-Specific Rules
Concerning Ex Parte
Custody Orders

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

Chapter - 29

Rule - 29.1

Appendix - 29.1

Court-Specific Rules
Concerning Temporary

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

Appendix - 29.2A

Joint Custody Plan (With
Domiciliary Parent)
(form)

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

Appendix - 29.2B

Joint Custody Plan
(Without Domiciliary
Parent) (form)

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

Chapter - 29

Rule - 29.3

Appendix - 29.3

Court-Specific Rules
Concerning Parenting
Classes

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

Chapter - 29

Rule - 29.4

Appendix - 29.4

Court-Specific Rules
Concerning Mediation

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

Appendix - 29.5

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

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

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

Appendix - 30.0A

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_30.0B.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**

Chapter - 32

Rule - 32.0 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

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

Chapter - 32

Rule - 32.0

Appendix - 32.0B

Court-Specific Rules on
Hearing Officers and
Domestic Commissioners

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

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**

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**

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**

Chapter - 35

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

Appendix - 35.4

Stipulation Form (form)

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

Chapter - 35

Rule - 35.5

Appendix - 35.5

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

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 - Court Organization and Sessions**

Chapter - 41

As far as practical, juvenile matters shall be initiated by the juvenile probation office and pleadings by the juvenile probation office may be filed without the signature of the judge and shall be immediately allotted.

Rule - 41.0

Appendix - 41.0

Court Procedures

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

Form IJR-1: Petition for
Judicial Review

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
Pre-Trial Order

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

Chapter - 60

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

Appendix - 60.7A

Application To Proceed
In Forma Pauperis Filed
in District Court

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

Chapter - 60

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

Appendix - 60.7B

Motion To Proceed In
Forma Pauperis on
Appeals/Writs

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

Chapter - 60

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

Appendix - 60.8

Appeal of Parole
Revocation

