

RULES FOR LOUISIANA DISTRICT COURTS

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

Thirty-Fifth Judicial District Court

Parish of Grant

Title - I	Chapter Title - Dates of Court
Chapter - 2	Pecan Festival, 1st week in November
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	Single judge district.
Rule - 3.1	Arguments on motions, exceptions, contradictory motions, and rules shall be on the second and fourth Tuesday of each month, unless otherwise ordered by the Court. The first Tuesday of each month is reserved for child support hearings, the third Tuesday of each month is reserved for jury week.
Appendix - 3.1	

Divisions or Sections of Court	The order of business on Tuesdays shall be as follows:
Amended effective May 1, 2009	<ol style="list-style-type: none">(1) Preliminary defaults, signing of judgments, taking of appeals;(2) Confirmation of defaults and disposition of uncontested matters;(3) Trial of motions, rules and exceptions in the following order:<ol style="list-style-type: none">(a) The Court will call the entire docket and preference will be given to any uncontested matters, agreements for judgment and matters which do not require the taking of testimony. These matters will be taken up in the order in which they appear on the docket.(b) Disposition of the remaining matters for trials in the order that they appear on the docket.

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	Single judge district.
Rule - 3.2	
Appendix - 3.2	
Duty Judges	

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	All provisions of law relating to the use of electronic signatures by Judges are hereby enacted, including but not limited to, La. Code of Civil Procedure Articles 253, 1911, or other applicable law found in the La. Code of Civil Procedure; Article 162.2 and/or other applicable law found in the La. Code of Criminal Procedure; and La. R.S. 9:2601 et. seq.
Rule - 3.4	
Appendix - 3.4	
Court-Specific Rules Concerning Judges' Use of Electronic Signatures	Warrantnow is designated and approved for the purposes of receiving electronic applications for warrants in the Thirty-Fifth Judicial District Court.
Amended effective April 1, 2020.	

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	A defendant's appearance at the following proceedings may, at the discretion of the presiding judge, be made by simultaneous transmission through audio-visual electronic equipment:
Rule - 3.5	
Appendix - 3.5	
Court-Specific Rules Concerning Simultaneous Appearance by a Party or Witness by Audio-Visual Transmission	<ol style="list-style-type: none"> 1. Any hearing conducted pursuant to La. Code of Criminal Procedure Article 230.1; 2. Initial setting of bond; 3. Pretrial conference; 4. Hearing on a Pretrial Motion that does not involve the taking of testimony; 5. Arraignment; 6. Entry of plea of guilty or nolo contendere; 7. Revocation hearing for a probation violation; 8. Hearing for contempt of court; 9. Any post-conviction proceeding; and 10. Any other proceeding where specifically allowed by the Code of Criminal Procedure relative to simultaneous Audio/Visual Transmission.
Effective January 1, 2016; amended effective March 26, 2020.	

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	Michelle Calk 35jdc.com Court Administrator
Rule - 4.1	35th Judicial District Court
Appendix - 4.1	200 Main Street, Suite 202 Colfax, LA 71417
Judicial Administrators and Clerks of Court	Telephone: (318) 627-3244 Facsimile: (318) 627-2839 E-Mail: judsec22@bellsouth.net
Amended effective April 27, 2020.	Hon. Randall Briggs Clerk of Court Parish of Grant P. O. Box 263 Colfax, LA 71417 Telephone: (318) 627-3246 Facsimile: (318) 627-3201 E-Mail: rbriggs4899@yahoo.com

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	Single judge district.
Rule - 9.3	
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	

Title - II	Chapter Title - Procedure
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Chapter - 9	
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Rule - 9.12	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12B.pdf
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Appendix - 9.12B	
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Notice of Limited
Appearance – Non-
Family Law Cases

Title - II	Chapter Title - Procedure
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Chapter - 9	
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Rule - 9.14	
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When the case is ready for trial, a motion for a phone conference to select a trial date needs to be fixed. During the phone conference, with all attorneys of record, trial date is scheduled. A trial order is signed and forwarded to all parties.

Appendix - 9.14	
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THE PRE-TRIAL CONFERENCE

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

At least ten (10) days prior to the conference date, each side shall submit to the Court a pre-trial memorandum, which should be outlined as follows:

I. THE WITNESSES

II. THE EXHIBITS

III. THE FACTS

IV. THE ISSUES

V. THE LAW

VI. THE ARGUMENT

The case shall be in posture for trial, all discovery completed, all issues joined.

A trial date will be selected at the pre trial conference. If a subsequent agreement or settlement is reached disposing of the case, the attorneys are to notify the Court of this fact, WITHOUT DELAY, so that the docket may be reassigned.

JURY TERMS CIVIL AND CRIMINAL JURIES

A. One week of each month shall be set aside as Jury Week. Both Civil and Criminal matters may be set during this week.

B. Nothing herein shall prevent the Court from, in its discretion, converting a Civil Jury Term to a Criminal Jury Term or a Criminal Jury Term to a Civil Jury Term.

C. Special juries for the trial of civil or criminal cases may be called and impanelled from time to time as ordered by the Court.

Title - III	Chapter Title - Allotment of Cases
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Chapter - 14	
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Single judge district.

Rule - 14.0**Appendix - 14.0A**

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

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**

Single judge district.

Rule - 14.1**Appendix - 14.1**

Allotment - Defendant
with More than One
Felony Case

Title - III**Chapter Title - Assignment of Cases and Preliminary Motions****Chapter - 15****A. PRE-TRIAL CONFERENCES****Rule - 15.0**

All pre-trial conferences shall be scheduled two to three weeks before the trial after a written motion is filed by one of the parties.

Appendix - 15.0

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

B. JURY TERMS, CIVIL AND CRIMINAL JURIES

(1) One week of each month shall be set aside as jury week. Both civil and criminal matters may be set during this week.

Amended eff. May 1,
2009; amended eff. April
26, 2010; Dec. 1, 2010;
amended effective
January 1, 2016.

(2) Nothing herein shall prevent the Court from, in its discretion, converting a civil jury term to a criminal jury term or a criminal jury term to a civil jury term.

(3) Special juries for the trial of civil or criminal cases may be called and impaneled from time to time as ordered by the Court.

C. CRIMINAL MOTION PRACTICE; PREREQUISITES

In any criminal proceeding, a hearing will not be set by the Court on a Brady motion or any discovery motion filed pursuant to La. C.Cr.P. arts. 716-729, unless the party filing the motion has requested in

writing that the matter be set for a contradictory hearing. The motion requesting that the matter be set for a contradictory hearing shall contain a certification that the following prerequisites have been met:

(1) More than fifteen (15) calendar days have passed since the opposing party was served with the discovery motion;

(2) The discovery request has not been satisfied; and

(3) The mover diligently attempted to contact the other party to resolve the discovery issue and the parties have been unable to reach an agreement to resolve the discovery issue.

D. USE OF AUDIO-VISUAL ELECTRONIC EQUIPMENT

Please see new Appendix 15.3 (“Court-Specific Rules on Simultaneous Appearance by a Party or Witness by Audio-Visual Transmission”).

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

When the defendant is arraigned, he/she is interviewed to determine if he/she is eligible for an indigent defense. The judge makes a determination upon reviewing the defendant's financial resources and the defendant is notified by certified mail.

Rule - 15.1

Appendix - 15.1

Appointment of Counsel

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

None.

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
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Chapter - 22

Rule - 22.0

Appendix - 22.0

Courts That Have Created Specialized Divisions or Sections of Court That Handle Family Law Proceedings
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Title - IV	Chapter Title - Notice and Exchange of Information
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Chapter - 23

Rule - 23.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0A.pdf
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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
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Chapter - 23

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

Family Law Affidavit (form)

Title - IV	Chapter Title - Notice and Exchange of Information
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Chapter - 23

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

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
Family Law Proceedings

Title - IV **Chapter Title - Procedure**

Chapter - 24

Counsel for the plaintiff shall not prepare an answer for the defendant or assist or advise in its preparation.

Rule - 24.6

The defendant shall be served by the sheriff; the plaintiff shall not make service.

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

No suit for separation or divorce, contested or uncontested may be set for trial until at least fifteen (15) days have elapsed from the date on which service of process is made upon the defendant or upon the curator ad hoc appointed to represent an absent defendant.

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

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

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

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.

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
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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	Defaults may not be confirmed except upon the testimony of two witnesses other than the plaintiff, or one witness besides the plaintiff and corroborating circumstances sufficient in the opinion of the Court, to establish the allegation made.
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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
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
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**

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
Custody Orders

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

<p>Title - IV</p> <p>Chapter - 29</p> <p>Rule - 29.4</p> <p>Appendix - 29.4</p> <p>Court-Specific Rules Concerning Mediation</p>	<p>Chapter Title - Custody and Visitation Orders</p>
<p>Title - IV</p> <p>Chapter - 29</p> <p>Rule - 29.5</p> <p>Appendix - 29.5</p> <p>Form Letter To Register a Foreign or Out-of-State Custody Order (form)</p>	<p>Chapter Title - Custody and Visitation Orders</p> <p>http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.5.pdf</p>
<p>Title - IV</p> <p>Chapter - 29</p> <p>Rule - 29.6</p> <p>Appendix - 29.6</p> <p>Court-Specific Rules Concerning Modification of an Existing Custody or Visitation Order</p>	<p>Chapter Title - Custody and Visitation Orders</p>
<p>Title - IV</p> <p>Chapter - 30</p> <p>Rule - 30.0</p> <p>Appendix - 30.0A</p> <p>Sworn Detailed Descriptive List (form)</p>	<p>Chapter Title - Partition of Community Property</p> <p>http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0A.pdf</p>
<p>Title - IV</p> <p>Chapter - 30</p> <p>Rule - 30.0</p> <p>Appendix - 30.0B</p> <p>Sample, Completed</p>	<p>Chapter Title - Partition of Community Property</p> <p>http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0B.pdf</p>

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

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	A. Hearing Officer and Expedited Process
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Rule - 32.0	1. 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 the Judge of this Court to hear support and support-related matters.
Appendix - 32.0B	

Court-Specific Rules on Hearing Officers and Domestic Commissioners

2. 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.

B. Rules and Motions

1. All 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 District Attorney's Office or through Support Enforcement Services are to be prosecuted by the District Attorney's Office or by Support Enforcement Services. All rules and motions filed on behalf of the defendant/payor must be submitted in writing with an appropriate certificate of service on all interested parties.

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 the payor and the recipient are to provide proof of support paid and/or received during the period of time in question.

C. Docketing of Cases, Development of Forms

1. The District Attorney's Office 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 the Judge or a Hearing Officer appointed by this Court to preside over non-support hearings.

2. The Hearing Officer is 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.

D. Required Information

1. At the support hearing, both the payor and the person seeking the order of support or modification shall bring the following items to Court:

- (a) The last two (2) years of state and federal income tax returns, including all attachments, specifically all schedules, W-2 forms, 1099 forms and amendments;
- (b) The last four (4) paycheck stubs or a paycheck stub with a year-to-date amount;
- (c) All checking and savings account statements for the six (6) months prior to said hearing;
- (d) Proof of the cost of medical insurance premiums to insure only the child or children;
- (e) Proof of child care expenses; and
- (f) Certification or evidence of any state or federal benefits received by the child.

2. In certain cases, the Court may require the production of any additional information permitted by Code of Civil Procedure article 1420, et seq.

3. If one party does not provide the financial information necessary to make a determination as to the amount of child support, then the hearing officer will have the authority to set the support amount based on the financial information provided by the other party.

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. A written opposition to the Hearing Officer's recommendation to the Court shall be filed with the Clerk of Court within three (3) days from the date of the hearing to be contested.
- 2. Upon filing a "Motion for Contradictory Hearing" opposing the Hearing Officer's recommendations, the Court shall schedule a contradictory hearing for a de novo review of the matter by the Judge. At said hearing, the Judge may accept, reject, or modify in whole or part the findings of the Hearing Officer.
- 3. Except in extraordinary circumstances, if no exception to the Hearing Officer's recommendation is 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 following the initial hearing before the Hearing Officer, an order shall be signed by the Judge deeming it to be a final judgment of this Court which is appealable to the appellate court.

F. Fees

- 1. Pursuant to the authority of LSA-R.S. 46:236.5, in all Title IV-D cases presently pending and arising in the future, the Court may assess an additional five percent (5%) to each support obligation, including existing arrearages and future arrearages, as well as ongoing support payments.
- 2. Unless otherwise ordered by the Court, the minutes of the Court shall reflect the amount made executory followed by the words "plus five percent (5%) thereof as a fee to fund the administration costs of the expedited process."

G. Uniform Interstate Family Support Act (UIFSA)

- 1. When the person owing the support (designated as "Respondent") resides within the jurisdiction of the 35th 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 percent (5%) of the support order.

H. Change of Address of Defendant and Payee

Both parties in a court ordered support matter are responsible for giving written notification to the Regional Support Enforcement Services Office of any change in address or employment within ten (10) days of said change.

I. Children

Litigants and witnesses are encouraged not to bring children to the Court, unless in the unusual circumstance where the children may be called as witnesses.

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
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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
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Chapter - 35

Rule - 35.1

Appendix - 35.1

Court-Specific Rules Concerning Failure To Timely Comply with an Appendix 23.0D Hearing
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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

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
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Chapter - 35

Rule - 35.7

Appendix - 35.7

Court-Specific Rules Concerning the Setting of Hearing Dates
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Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
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Chapter - 35

Rule - 35.8

Appendix - 35.8

Court-Specific Rules Concerning Adoption of Hearing Officer's Recommendation as Temporary Order After Objection
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Title - V	Chapter Title - Adoption Proceedings
Chapter - 46	
Rule - 46.0	
Appendix - 46.0	
Court-Specific Rules Concerning Filing of Pleadings and Required Exhibits in Adoption Proceedings	
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