

RULES FOR LOUISIANA DISTRICT COURTS

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

Third Judicial District Court

Parishes of Lincoln and Union

Title - I

Chapter Title - Dates of Court

Chapter - 2

The first two (2) full weeks of August in Lincoln and Union Parishes as court recess.

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

This court shall sit in three divisions, denominated as Divisions “A”, “B” and “C”. Judges will sit according to a schedule agreed upon by a majority of the judges. TIME OF SESSIONS OF COURTS:

Rule - 3.1

Appendix - 3.1

Divisions or Sections of
Court

1. In UNION PARISH, unless otherwise specially ordered by the court, all Civil, Criminal, Juvenile, Traffic and Non-support Court sessions shall start at 9:00 a.m. and shall recess at 5:00 p.m., with the noon recess from 12:00 noon until 1:30 p.m.

2. In LINCOLN PARISH, unless otherwise specially ordered by the court, all Civil, Criminal, Juvenile and Non-support Court sessions shall start at 9:00 a.m., and shall recess at 5:00 p.m., with the noon recess from 12:00 noon until 1:30 p.m.; all Traffic court sessions shall start at 1:30 p.m. and shall recess at 5:00 p.m.

Title - I

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

Chapter - 3

Duty Judge signs all uncontested matters or orders that simply assign dates for hearings or trials.

Rule - 3.2

Appendix - 3.2

Duty Judges

Title - I

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

Chapter - 3

Rule - 3.4

Appendix - 3.4

Court-Specific Rules
Concerning Judges' Use
of Electronic Signatures

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

Title - I	Chapter Title - Court Personnel
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Chapter - 4

Rule - 4.1

Appendix - 4.1

Judicial Administrators
and Clerks of Court

Wanda Witherington
Court Administrator
3rd Judicial District Court – Union Parish
100 East Bayou Street, Suite 202
Farmerville, LA 71241
Telephone: (318) 368-9734
Facsimile: (318) 368-2487
E-Mail: gabmilan@msn.com

Hon. Dodi Dodd Eubanks
Clerk of Court
Parish of Union
100 East Bayou St., Suite 105
Farmerville, LA 71241
Telephone: (318) 368-3055
Facsimile: (318) 368-3861
E-Mail: upclerk@bayou.com

Pam Dance
Court Administrator
3rd Judicial District Court – Lincoln Parish
100 W. Texas Avenue, 3rd Floor

Ruston, LA 71270
Telephone: (318) 251-5121
Facsimile: (318) 255-3154
E-Mail: pdance@bellsouth.net

Hon. Linda Cook
Clerk of Court
Parish of Lincoln
P. O. Box 924
Ruston, LA 71273-0924
Telephone: (318) 251-5130
Facsimile: (318) 255-6004
E-Mail: lindat@lincolnparrish.org

www.clerk.lincolnparrish.org/

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

Title - II	Chapter Title - Procedure
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Chapter - 9

Rule - 9.3

Appendix - 9.3

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

Title - II	Chapter Title - Procedure
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Chapter - 9

Rule - 9.4

Appendix - 9.4

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

All pleadings in allotted cases that require an order prior to rendition of judgment must be presented to the judge to whom the case has been allotted with appropriate designation of either the division or name of the judge appearing thereon.
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All pleadings requiring the signature of a judge in cases which have not been allotted to a division, or pleadings in allotted cases after rendition of judgment, shall be filed in the office of the Clerk of Court and left there to be signed by the judge signing orders.

Title - II	Chapter Title - Procedure
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Chapter - 9

Rule - 9.6

Appendix - 9.6

Louisiana Civil Case Reporting

http://www.lasc.org/rules/supreme/Louisiana_Civil_Case_Reporting_Form.pdf

Title - II	Chapter Title - Procedure
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Chapter - 9

Rule - 9.12

Appendix - 9.12A

Notice of Limited Appearance – Family Law Cases

http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12A.pdf

Title - II	Chapter Title - Procedure
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Chapter - 9

Appendix - 9.12B

Notice of Limited
Appearance – Non-
Family Law Cases

Title - II

Chapter Title - Procedure

Chapter - 9

Rule - 9.14

In both UNION and LINCOLN PARISHES, civil jury sessions shall be held during those weeks commencing with the fifth Monday of the month; except during December, and then said session shall commence on the second Monday of December for UNION PARISH and on the third Monday of December for LINCOLN PARISH.

Appendix - 9.14

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

FIXING OF CIVIL CASES FOR TRIAL

1. Contested cases, jury and non jury, shall be fixed for trial only upon written notice and order. Each such written motion shall have attached thereto a certificate designating the status and nature of the case, the advisability of a pretrial conference and/or brief, the estimated length of the case, the committed dates of counsel, the most convenient dates for counsel, and the necessity of scheduling the matter expeditiously. The mover shall bring to the court's attention any pending request for trial by jury filed by any party. An approved illustrative form appears as Form 1. Further, the Clerk of Court of each parish is directed to have available for this purpose copies of the approved certificate and to notify counsel of this rule upon receipt of a motion for a trial fixing not in compliance herewith.
2. Uncontested Non jury Cases may be fixed for trial, either by written motion, which need not have attached thereto the required certificate set forth in paragraph "A" of this rule, or by oral motion made in open court during any motion hour.
3. By requesting that a case be fixed for trial by oral motion, or by written motion without an attached certificate as set forth in paragraph "A" of this rule, counsel certifies that such case is in fact uncontested. If such case is in fact contested, it shall be continued upon motion of any opposing party or by the court on its own motion.
4. Unless all parties join in the required written motion to fix a contested civil case for trial, no case may be fixed for trial on a date less than ten (10) calendar days from the date on which the setting is entered. Unless all parties are present or represented when an oral motion for fixing is made, no case may be fixed for trial on a date less than ten (10) calendar days from the date on which the setting is entered. The Clerk of Court shall in all cases give notice to all parties of all trial dates.
5. No case shall be fixed for trial on the merits until all preliminary pleadings have been fully adjudicated and all phases of the case have been put at issue by responsive pleadings or entry of preliminary default, and for civil jury trials, until any bond required has been filed. In the event that any case not ready for trial has been assigned or fixed, it shall be stricken from the docket and must be reassigned or refixed in accordance with these rules.

PRE TRIAL CONFERENCES CIVIL CASES

1. In every contested civil case the court may on its own motion direct the litigants to appear before the court at such time and place as it may designate for a pre trial conference when the court feels that the issues may be narrowed or the trial in any way expedited. Likewise, either party may, by motion setting forth reasons, ask the court to order a pre trial conference and to hold the same in the manner which the law directs. A suggested form appears as Form 2.
2. When parties desire a pre trial conference, requests shall be made in writing to the court at least twenty (20) calendar days prior to the trial date, with a copy thereof to all other unrepresented parties and counsel and shall set forth the style and nature of the case and the reasons the conference is deemed necessary or advisable.

If the purpose of a pre trial conference is a status conference, i.e. solely to discuss various aspects of the case, and if in the opinion of the mover it is unnecessary to prepare a formal pre trial brief or order, the mover shall set forth facts supporting that contention.

3. When a party or his counsel has been notified as herein provided and fails to appear at said pre trial hearing, the court may remove the case from the trial docket, dismiss the case as of nonsuit, or take such other action as the court may deem proper under the circumstances.

FORM 1

TRIAL CERTIFICATE

IT IS HEREBY CERTIFIED:

1. That every reasonable effort has been made to reach an amicable resolution of this case.
2. That a pre trial BRIEF* would/would not be helpful toward a prompt disposition of the case.
3. That a pre trial CONFERENCE pursuant to Rule 14* would/would not be helpful toward a prompt disposition of the case.
4. That all pleadings have been filed by all parties.
5. That all discovery has been completed by all parties, and that no other discovery is contemplated.
6. That the amount of time in terms of HOURS for the presentation of the case of EACH party INCLUDING direct, cross, redirect and recross examination is ESTIMATED to be as follows:

PLAINTIFF (case in chief) ____ hours;

DEFENDANT (case in chief) ____ hours;

PLAINTIFF (rebuttal) ____ hours.

(With multiple party litigation, this should also include an estimate as to other parties, including third party defendants, intervenors, etc. The terms "plaintiff" and "defendant" herein should also include plaintiff in reconvention and defendant in reconvention.)

7. That the apparent COMMITTED dates of all parties during the next ninety (90) days, after consultation, or reasonably attempted consultation with all counsel, are:

(List ALL committed dates. It is unnecessary to show who is committed on the subject dates.)

8. The MOST CONVENIENT dates for all counsel are: _____

9. That the case, regardless of the classification,* IS/IS NOT a matter that should be heard as expeditiously as possible.

10. A brief description of the type and nature of the case is as follows:

11. (Any other factor or pertinent comment.) _____

I have executed the above and foregoing certificate in connection with a requested trial fixing, and all items contained therein are true and correct to the best of my knowledge. I further certify that a copy of the motion and order for trial fixing and the attached certificate have been served upon all counsel of record by U.S. mail with sufficient postage affixed thereto on the ____ day of _____, 20 ____.

_____, Louisiana, this ____ day of _____, 20 ____.

Attorney

MOTION AND ORDER

The above and foregoing certificate being duly executed and complied with and it appearing that this matter should be fixed for trial:

IT IS THEREFORE ORDERED that this matter be fixed for trial on the ____ day of _____, 20____, at ____ o'clock __.m., with all counsel/parties to be notified.

Ruston, Louisiana, this ____ day of _____, 20____.

Judge

Respectfully submitted:

* Please delete one.

FORM 2

PRE TRIAL CONFERENCE MEMORANDUM ORDER
THIRD JUDICIAL DISTRICT COURT OF
LOUISIANA
PARISH OF LINCOLN

VERSUS

CIVIL DOCKET NO. _____

MEMORANDUM ORDER

IN THIS MATTER, pursuant to the provisions of Louisiana Code of Civil Procedure Article 1551, for the purpose of simplification of issues, discussion as to the necessity or desirability of amendments to pleadings, discussion as to material facts and issues existing without substantial controversy, and what material facts and issues are actually and in good faith controverted, for discussion of the possibility of obtaining admissions of fact and of documents which will avoid unnecessary proof, the limitation of the number of expert witnesses and such other matters as may aid in the disposition of the action;

IT IS THEREFORE ORDERED that there be a pre trial conference held in the above styled and numbered matter on _____, the ____ day of _____, 20____ at ____ o'clock __.m. in the Judge's Chambers in the _____ Parish Courthouse in _____, Louisiana;

IT IS FURTHER ORDERED that all parties comply with the Pre Trial Conference provisions of this court as set forth hereinabove and _____ (When applicable) shall apply herein.

THUS DONE AND SIGNED in _____, _____ Parish, Louisiana, in Chambers, on this ____ day of _____, 20____.

Judge

Respectfully submitted:

Title - III

Chapter Title - Allotment of Cases

Chapter - 14

Assigned to Div. A or B by random drawing in open court at time of arraignment.

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

Misdemeanor, traffic and wildlife cases are not assigned for purposes of trial; only assignment for purpose of sentencing and probation revocation in division where defendant was convicted.

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

Multiple defendants or multiple charges all allotted to one division which is responsible for sentencing, probation revocations & post conviction relief where defendant was sentenced by that judge. The Clerk of Court is responsible for assigning or reassigning cases to division in which other matters were allotted.

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

At arraignment all felony cases are assigned a date for pre-trial conferences.

Rule - 15.0

In UNION PARISH Grand Juries shall be empaneled for the weeks beginning on the first Mondays of March and September of each year.

Appendix - 15.0

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

In LINCOLN PARISH, Grand Juries shall be empaneled for the weeks beginning on the second Mondays of March and September of each year.

The court, in its discretion, may fix any type criminal hearing or trial on any court day in order to expedite a hearing in any criminal case or proceeding, or to accommodate litigants or attorneys, or for any other reason.

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

Rule - 15.1

Appendix - 15.1

Appointment of Counsel

In compliance with Article 230.1 of the La. Code of Criminal Procedure, as amended, each defendant, in the discretion of the particular district judge, may be brought before the court via telephone for the appointment of counsel. When utilizing this method, the custodian of the prisoner shall make notation of the date and time of such appointment, the division of the court making the appointment, and the name of the officer or deputy of the custodian verifying the conversation, all on a form approved by the court. The original of this form shall be delivered to the District Attorney and a copy shall be delivered to the Clerk of Court for notation in the minutes of the court, or at arraignment, if not previously appointed.

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

Appendix - 18.0

Waiver of Formal
Arraignment and Pleas

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

Title - III

Chapter Title - Simultaneous Peremptory Challenges

Chapter - 19

Rule - 19.0

Appendix - 19.0

Simultaneous
Peremptory Challenges

The Third Judicial District Court does not allow a system of 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
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

Title - IV	Chapter Title - Procedure
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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
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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

A. In every suit for a separation from bed and board and/or divorce, the attorney for the plaintiff shall not prepare the defendant's answer, nor in any manner advise or assist in the preparation thereof. In the trial of any case, either upon confirmation of a preliminary default or upon the merits, the Minute Clerk shall record and keep the names of all witnesses who testify, and the testimony of all such witnesses shall be recorded by the official Court Reporter.

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

C. In separation and divorce suits on the merits, when issues of alimony, child support, custody and/or visitation are unresolved, the provisions of Rule 23.0 ("Pre-Hearing Exchange of Information"), Rule 29.1 ("Joint Custody Implementation Plans"), Rule 29.2 ("Parenting Classes"), and Rule 29.3 ("Mediation") shall apply.

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.7

Appendix - 24.7A

Court-Specific Rules
Concerning Scheduling
Hearings and Trials

A. In UNION PARISH unless otherwise specially ordered by the court, the following schedule will be used
each month:

Traffic arraignments and trials, Title 32 Offenses and DWI --Tuesdays following the 1st and 3rd Mondays at 9:00 a.m.

All misdemeanor arraignments and trials (other than traffic), felony arraignments and motions -- Wednesdays following the 1st and 3rd Mondays at 9:00 a.m.

Non-support cases --Wednesday following the 4th Monday at 9:00 a.m.

Juvenile --Thursday following the 1st Monday at 1:30 p.m.

In LINCOLN PARISH unless otherwise specially ordered by the court, the following schedule will be used
each month:

Misdemeanor arraignments, sentences, motions and hearings --Tuesdays following the 2nd and 4th

Mondays at 9:00 a.m.

Traffic arraignments, sentences, Title 32 Offenses, motions and hearings --Tuesdays following the, 2nd and 4th Mondays at 1:30 p.m.

Misdemeanor trials --Wednesdays following the 2nd and 4th Mondays at 9:00 a.m.

Traffic trials --Wednesdays following the 2nd and 4th Mondays at 1:30 p.m.

All felony cases --Fridays following the 2nd and 4th Mondays at 9:00 a.m.

Non-support cases --1st Monday at 9:00 a.m.

Juvenile cases --Tuesday following the 1st Monday at 9:00 a.m.

B. No suit for separation or divorce involving a curator ad hoc 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 curator ad hoc appointed to represent an absentee defendant.

Title - IV

Chapter Title - Procedure

Chapter - 24

A. In UNION PARISH unless otherwise specially ordered by the court, all Civil, Criminal, Juvenile, Traffic and Non-support Court sessions shall start at 9:00 a.m. and shall recess at 5:00 p.m., with the noon recess from 12:00 noon until 1:30 p.m.

Rule - 24.7

Appendix - 24.7B

Court-Specific Rules
Concerning Order of
Business

B. In LINCOLN PARISH unless otherwise specially ordered by the court, all Civil, Criminal, Juvenile and Non-support Court sessions shall start at 9:00 a.m., and shall recess at 5:00 p.m., with the noon recess from 12:00 noon until 1:30 p.m.; all Traffic Court sessions shall start at 1:30 p.m. and shall recess at 5:00 p.m.

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

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	In accordance with Act 872 of the 1988 Regular Session of the Louisiana legislature, upon consent of counsel, domestic matters including divorce, separation, child custody, child support, visitation and alimony cases as well as directly related matters may be heard in closed hearing. In contested cases, the consent shall be in writing or of record in open court. In cases involving a confirmation of default, the original petition served shall contain an article noting that plaintiff will seek a closed hearing. Any such hearing shall be a matter of record. The record of testimony shall be maintained in accordance with the practice of maintaining confidential records of this court.
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

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
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Chapter - 26

Rule - 26.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0A.pdf
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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
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Chapter - 26

Rule - 26.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0B.pdf
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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
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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

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
Chapter - 28	In accordance with Act 872 of the 1988 Regular Session of the Louisiana legislature, upon consent of counsel, domestic matters including divorce, separation, child custody, child support, visitation and alimony cases as well as directly related matters may be heard in closed hearing. In contested cases, the consent shall be in writing or of record in open court. In cases involving a confirmation of default, the original petition served shall contain an article noting that plaintiff will seek a closed hearing. Any such hearing shall be a matter of record. The record of testimony shall be maintained in accordance with the practice of maintaining confidential records of this court.
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
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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
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Chapter - 28

Rule - 28.2	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.2B.pdf
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Appendix - 28.2B

La. C.C.P. art. 969(B) Divorce Checklist (form)
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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
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Appendix - 28.3A

Acceptance of Waiver and Waiver of Service and Citation and Delays in a La. C.C. art. 103 Divorce (form)
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Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
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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
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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
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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
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Chapter - 29

Rule - 29.3

Appendix - 29.3

Court-Specific Rules
Concerning Parenting
Classes

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

A. When it appears on the face of the petition, motion for an order or motion for modification of an order that custody or visitation of a child or children is contested, or, when during such proceeding it appears to the court to be in the best interest of the child or children, the parties may be required to mediate their differences in accordance with the provisions of La. Rev. Stat. 9:351, et seq. In such cases, upon request and/or notification by the court, the parties shall have a period of ten (10) days from notice to select a mediator. If the parties are unable to agree upon a mediator, both parties shall so inform the court in writing, stating the names of those persons suggested as mediators who have not been agreed upon. Upon receipt of this notification, the court shall select the mediator.

B. Upon the resolution of the controversies by the parties, the mediator shall prepare a written, signed and dated agreement, verified by the mediator, setting forth the settlement terms of the controversies. If an agreement is reached by the parties, through mediation or otherwise, a consent judgment shall be prepared by respective counsel for each of the parties, which shall be submitted immediately to the court. Willful failure of either party to comply with attempts at mediation shall subject that party to all costs of 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

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
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Chapter - 31

Rule - 31.1

Appendix - 31.1

Court-Specific Rules
Concerning Oral
Arguments

Title - IV	Chapter Title - Other Rules
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Chapter - 31

Rule - 31.2

Appendix - 31.2

Court-Specific Rules
Concerning Enrollment
and Withdrawal of
Counsel

Title - IV	Chapter Title - Other Rules
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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

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	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 one or more Hearing Officers, appointed by majority vote of the Court, to hear support and support related matter, including contested and uncontested paternity cases, and to hire and employ any and all such other personnel deemed necessary to implement this procedure, all of whom shall serve at the pleasure on the Court.
Rule - 32.0	
Appendix - 32.0B	
Court-Specific Rules on Hearing Officers and Domestic Commissioners	<p>B. Such Hearing Officer shall be an attorney who has been in good standing with any state bar association for not less than five years and has experience in cases involving child support services. Such Hearing Officer(s) shall have authority to perform and shall perform any and all duties assigned to him, or her or them by a Judge designated by the Court which are consistent with LSA-R.S. 46:236.5 as it presently exists or as it may be, from time to time, supplemented or amended in the future. Said Hearing Officer(s) shall be prohibited from engaging in the practice of law in Lincoln or Union Parishes.</p> <p>C. The Court shall hold a contradictory hearing on a matter that has been the subject of a Hearing Officer's hearing upon the filing of a motion by either party. Such motion shall be filed within three (3) days from the date of the hearing. If no request for a hearing before a Judge is filed, an order shall be signed by the Judge which shall be a final judgment and be appealable to the appropriate Court of Appeal. The contradictory hearing shall be held before the judge who shall accept, reject, or modify in whole or in part the findings of the Hearing Officer. If the Judge determines that additional information is needed, he may receive evidence at the hearing or remand the proceeding to the Hearing Officer.</p> <p>D. The entire Court, by majority vote shall fix the salary, or salaries, of the Hearing Officer(s) and any such other personnel hired and employed to implement this procedure.</p> <p>E. In all Title IV-D (Social Security Act) cases presently pending and arising in the future, each support payment, including existing arrearages and future arrearages as well as ongoing support payments, is hereby increased by five (5%) percent beginning September 1, 1992. On or after September 1, all such obligors or payors shall make any and all such payments for support, including the additional five (5%) percent amount. Such payments shall be made only by money order or certified check made payable to State of Louisiana, Department of Social Services, P.O. Box 3144, Monroe, Louisiana, 71210-3144.</p>

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
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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
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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
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

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

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**

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

