

RULES FOR LOUISIANA DISTRICT COURTS

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

Fortieth Judicial District Court

Parish of St. John the Baptist

Title - I Chapter Title - Dates of Court

Chapter - 2 Monday before 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 Organization of the Court

Rule - 3.1 A. This Court is composed of Divisions A, B and C, one judge for each division. Each division shall sit as a criminal division during designated weeks of each month, as a juvenile division on designated days, and as a civil division during the remaining weeks.

Appendix - 3.1

Divisions or Sections of
Court

Amended eff. Aug. 1,
2010.

B. The Court will operate for twelve months of the year with no less than one judge on duty for all purposes at all times.

C. The time at which court is opened in each division shall be at the discretion of the respective judge and shall be contained in all written notices. The time at which court is adjourned in each division shall be at the discretion of the respective judge.

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

Chapter - 3 Rotate monthly.

Rule - 3.2 There is established the position of Duty Judge who shall:

Appendix - 3.2

Duty Judges

Amended eff. Aug. 1,
2010.

1. Serve as Committing Magistrate for all criminal matters, including the following responsibilities:

- a. All weekend and holiday emergencies;
- b. Fixing bail;
- c. Signing property bond orders;
- d. Signing search and arrest warrants;
- e. Detaining juveniles and holding continued custody hearings; and
- f. Appointing counsel for those persons in custody
- g. All other matters relating to persons in custody, except when the case has been allotted to another judge who is available

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 commitments, injunctions, protective orders, habeas corpus or other summary proceedings in emergency cases when the judge to whom the matter is allotted is unavailable or cannot be located after diligent effort.
3. Provide for his/her replacement during times of his/her unavailability.

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

Rule - 3.4

Appendix - 3.4

Court-Specific Rules Concerning Judges' Use of Electronic Signatures
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Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
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Chapter - 3

Rule - 3.5

Appendix - 3.5

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

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

Rule - 3.6

Appendix - 3.6

Court-Specific Rules Concerning Recording of Protected Persons Pursuant to La. R.S. 15:440.2
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Title - I	Chapter Title - Court Personnel
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Chapter - 4

Hon. Eliana DeFrancesch Clerk of Court

www.stjohnclerk.org/
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Rule - 4.1

Parish of St. John the Baptist
P. O. Box 280
Edgard, LA 70049-0280
Telephone: (985) 497-3331 or 1-877-497-8836
Facsimile: (985) 497-3972
E-Mail: edefrancesch@stjohnclerk.org

Appendix - 4.1

Judicial Administrators
and Clerks of Court

Amended eff. Aug. 1,
2010.

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, Transfer and Consolidation of Civil Cases****Rule - 9.3**

A. The docketing of civil cases by the Clerk of Court and assignment of same to Divisions A, B and C shall be by lot.

Appendix - 9.3

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

B. Suits for executory process, collection suits, petitions to make judgments executory shall be given to the Duty Judge for the purpose of signing orders but shall not be allotted to a division until such time that a hearing or trial date is requested.

Amended eff. Aug. 1, 2010.

C. When two or more suits are pending in the court which involve a cause or causes of action of sufficient similarity to justify consolidation for trial, the following procedure shall govern:

1. If the suits are allotted to the same division, the judge of that division may order consolidation;

2. If the suits are allotted to different divisions, the division having the suit with the lowest number shall handle the matters, and all of the remaining suits shall be transferred to that division by written motion signed by the judge from whom the case is transferred and the judge to whom the case is transferred.

3. When a case is reallocated, the division from which the case is transferred shall be allotted the next suit filed which is of the same nature (tort, domestic, complex litigation, etc.) as the suit transferred. If more than one suit is reallocated from one or both of the other divisions, the transferring division(s) shall be allotted the same number of suits as transferred, from the next suit(s) filed which are of the same nature (tort, domestic, etc.) as the suits which are transferred.

D. When a judge to whom a case is allotted is recused for any reason provided by law, the case shall be immediately and randomly reallocated to a division over which the recused judge does not preside. The recused judge shall be allotted the next suit filed which is of the same nature (tort, domestic, complex litigation, etc.) as the suit from which he/she was recused.

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****Rule - 9.14****Appendix - 9.14**

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

Amended eff. Aug. 1,
2010.

A. Any party who desires a date for trial on the merits shall request a scheduling conference before requesting a trial date in all cases except successions, collection cases, domestic matters (except partitions), and uncontested matters. Exceptions to this rule may be made by the individual judges depending on the nature or seriousness of the case. Pretrial conferences may be scheduled at the discretion of the judge.

B. At least two judicial days before the final pretrial conference, counsel for all parties shall submit to the Court a signed statement including the following information:

1. A statement of undisputed facts and a formal stipulation thereof;
2. A statement of disputed facts;
3. A statement of undisputed law applicable to the case;
4. A statement of disputed law applicable to the case;
5. A memorandum of law supporting disputed law;
6. A list of all exhibits to be offered at trial;
7. A list of all witnesses and a summary of their testimony;
8. A list of all depositions and a summary of testimony therein;

9. 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; and

10. An estimate of the number of days required for trial.

Each judge may prepare or require to be prepared a final pretrial order governing discovery cutoff, final witness and exhibit lists, pretrial motions and other trial-related matters. Failure to comply therewith may result in exclusion of exhibits, witnesses, pretrial motions and further discovery.

C. The attorney who will try the case, or an attorney who is thoroughly familiar with the case, must attend the pretrial conference. The attorney in attendance must be prepared to enter into stipulations as to all aspects of the case and must possess firm settlement authority.

D. Where discovery is not complete by pretrial conference, the Court may either convert the pretrial conference into a status conference or complete the pretrial conference and fix a date beyond which no

further discovery will be had.

E. Pretrial conferences may be held by telephone with the consent of the judge and all parties and must be arranged by the moving party.

Continuances

A party moving for a continuance of a case set for trial or hearing is required to communicate with all opponents relative to consent to the continuance and selection of a new date before filing the motion. The written motion for continuance shall contain a statement as to all parties having been contacted and the existence or nonexistence of objections to the continuance. When an objection to a continuance exists, the moving party shall immediately arrange a telephone conference with the judge and all counsel and unrepresented parties. A decision on the motion for continuance may be made by the judge based on this telephone conference unless the opposing parties request in writing a hearing on the motion or the parties reach an agreement on the continuance and/or a new date. New cut-off dates may be established at this time.

Agreements and Instructions

Agreements of counselor parties or instructions and requests to court officers will have no effect and will not be recognized by the Court unless reduced to writing, dated and signed by all parties or counsel, and filed into the record or stipulated in open court.

Motions, Exceptions and Rules, Generally

All exceptions, rules and motions, including those for appeal, shall be dismissed if mover, appellant or counsel fail to appear for the hearing of the motion, absent good cause. Motions and exceptions may be submitted on memoranda without court appearance, upon consent of all parties or by order of the court.

Appointment of Curators ad hoc, Notaries, Experts

The party initiating or requesting the appointment of a notary, attorney, or expert shall immediately pay said appointee upon completion of the services rendered, reserving the right to have the appointee's fees taxed as costs, as provided by law.

Title - III

Chapter Title - Allotment of Cases

Chapter - 14

All complaints, indictments and bills of information shall be divided into three classes: Felonies, Misdemeanors and Traffic.

Rule - 14.0

Cases classified as misdemeanors and traffic shall be assigned to the respective judge according to the court date given when the offense is committed.

Appendix - 14.0A

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

All motions and other matters pertinent to a particular felony bill of information or indictment shall be allotted to the same division for hearing, except arraignments may be handled by any judge on any criminal court date. Should a bill of indictment or information contain a count or counts against other persons, each person and all counts thereto shall constitute one case and be randomly allotted to one division. For purposes of allotment only, each count pertaining to another person shall be treated as an individual case allotted to that division.

Amended eff. Aug. 1, 2010.

Title - III

Chapter Title - Allotment of Cases

Chapter - 14

Cases classified as Misdemeanors, Traffic, and Wildlife shall be assigned to the respective judge according to the court date given when the offense is committed.

Rule - 14.0

Appendix - 14.0B

Title - III

Chapter Title - Allotment of Cases

Chapter - 14

A. If a defendant has a felony case pending and previously allotted, any new felony arrest for that defendant shall be allotted to the division to which the pending felony was allotted.

Rule - 14.1

B. This “felonies-following-felonies” rule applies only to new and pending felony cases for an individual. When co-defendants are arrested and charged, that case or cases shall be randomly allotted, and the co-defendants’ cases shall be transferred to the division with the lowest-numbered case arising from that incident. If the judge of that division is subsequently recused, the case shall be re-allotted and transferred to the next lowest-numbered division. All re-allotted or transferred cases shall remain in the lowest-numbered division regardless of a change in status (completion, plea, dismissal, etc.) and regardless of the reason for re-allotment or transfer becoming moot.

Appendix - 14.1

Allotment - Defendant
with More than One
Felony Case

Amended effective
December 1, 2011;
amended effective May
11, 2012.

C. A case with more than one defendant shall not be re-allotted under this rule on the grounds that there are one or more cases in a different division of court pending against one or more co-defendants.

D. Any judge may agree, at his or her option, to accept a multiple defendant case, such as described in paragraphs B and C hereof, if any defendant in that case has a felony pending in that judge's division.

E. For purposes of this rule, a felony case remains pending until any of the following events has occurred:

1) the statute of limitations on initiating prosecution runs, whether or not a motion to quash has been filed or ruled upon;

2) the statute of limitations on commencing trial runs, whether or not a motion to quash has been filed or ruled upon;

3) a change of booking is made, reducing the case to a misdemeanor;

4) a bill of information or indictment is filed or amended, reducing the case to a misdemeanor;

5) the District Attorney’s office enters a refusal, dismissal, or nolle prosequi in a case; or

6) a finding of guilt (with sentence having been imposed), not guilty, or not guilty by reason of insanity is entered on the record.

F. Misdemeanor cases which are amended or re-charged as felonies shall be subject to this rule.

G. The clerk of court, the district attorney, and defense counsel (retained or appointed) are required to promptly report to the judges involved if a defendant has pending cases allotted to different divisions of court. Such report may be made by filing a motion to have a case re-allotted or transferred under this rule.

H. All re-allotments under this rule shall be noted on the minutes of the record of the cases re-allotted, showing the number of the pending case(s) which caused the re-allotment to occur.

I. This rule shall be applied to cases pending as of the date of adoption of this rule, unless the sending judge(s) and the receiving judge agree that the interests of justice indicate that a case or cases should not be transferred. Such decision shall be shown in the minutes of the case which was sought to be transferred.

Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
Chapter - 15	All new felony cases will be assigned a trial schedule at arraignment, which will contain pre-set dates for motions, status conferences and the trial date. Exceptions to this rule may be made by individual judges, depending on the nature or seriousness of the case.
Rule - 15.0	
Appendix - 15.0	Venue
Assignment of Cases, Filing of Motions, Pre-Trial and Status Conferences	A. During the Misdemeanor Week of each division, that division will sit on the East Bank of the Parish at least one day during that week for the purpose of conducting traffic court, misdemeanor arraignments and trials and felony arraignments. Court will be held at the courthouse or the courthouse annex. All misdemeanors and traffic violations which arise on the East Bank will be scheduled for these designated days, including contempt hearings, compliance hearings and other related matters stemming from the original offense. All misdemeanors, traffic violations and other related matters which arise on the West Bank will be scheduled for one day per month during the Misdemeanor Week of each judge, as designated by the judge of each division at the Courthouse on the West Bank.
Amended eff. Aug. 1, 2010.	B. All persons attending traffic and misdemeanor court shall check in with personnel located at the courtroom entrance for that purpose.

Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
Chapter - 15	On Mondays and Thursdays of each week at 8:30 a.m., or on any other day and time to be determined by the duty judge, the duty judge will appoint counsel in accordance with Code of Criminal Procedure Article 230.1. These hearings may be conducted in person at the Parish Jail or in court, or they may be conducted by telephone or audio-video electronic equipment, at the discretion of the duty judge.
Rule - 15.1	
Appendix - 15.1	
Appointment of Counsel	
Amended eff. Aug. 1, 2010.	

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	
Amended eff. Aug. 1, 2010.	

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
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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-

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.0

Appendix - 24.0

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

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.1

Appendix - 24.1

Court-Specific Rules
Concerning Prior or
Multiple Filing of
Pleadings

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.2

Appendix - 24.2

Court-Specific Rules
Concerning Allotment of
Cases

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.3

Appendix - 24.3

Court-Specific Rules
Concerning Walk-
Through of Pleadings

Title - IV	Chapter Title - Procedure
Chapter - 24	With the exception of curators appointed for domestic litigation, the fee of an attorney appointed to represent an absent defendant shall be fixed at the sum of \$350.00 plus costs, unless the court in its discretion fixes a greater or lesser sum. For domestic matters, the fee of an attorney appointed to represent an absent defendant shall be fixed at the sum of \$250.00 plus costs, unless the court in its discretion fixes a greater or lesser sum. Requests for fees exceeding the listed amounts and all requests for reimbursement of costs shall be accompanied by a certificate of the attorney for the absent defendant reflecting his/her work efforts and the expenses incurred in connection with the defense of the absent defendant.
Rule - 24.4	
Appendix - 24.4	
Court-Specific Rules Concerning Appointment of Attorneys To Represent Absentee Defendants	
Adopted November 29, 2016, effective January 1, 2017.	

Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.5	
Appendix - 24.5	
Court-Specific Rules Concerning Extensions of Time To Plead in Family Law Proceedings	

Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.6	
Appendix - 24.6	
Court-Specific Rules Restricting the Preparation of Answers or Other Pleadings; Procedure When a Self- Represented Party Has Filed an Answer	

Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.7	
Appendix - 24.7A	
Court-Specific Rules Concerning Scheduling Hearings and Trials	

Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.7	
Appendix - 24.7B	
Court-Specific Rules Concerning Order of Business	
Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.8	
Appendix - 24.8A	
Court-Specific Rules Concerning Continuances in Family Law Proceedings	
Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.8	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8B.pdf
Appendix - 24.8B	
Uncontested Motion To Continue (form)	
Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.8	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8C.pdf
Appendix - 24.8C	
Contested Motion To Continue (form)	
Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.9	
Appendix - 24.9	
Court-Specific Rules	

Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.10	Any party who desires a date for trial on the merits shall request a status conference before requesting a trial date in all cases except successions, collection cases, domestic matters (except partitions), and uncontested matters. Exceptions to this rule may be made by the individual judges depending on the nature or seriousness of the case. Pre-trial conferences may be scheduled at the discretion of the judge.
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
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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
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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
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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
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
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Chapter - 27

Rule - 27.1	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1A.pdf
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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
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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

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
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Chapter - 28

Rule - 28.1	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.1B.pdf
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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
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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

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)

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
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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
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Chapter - 29

Rule - 29.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0B.pdf
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Appendix - 29.0B

Application for Ex Parte
Temporary Custody
Order –Certification by

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

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

Form Letter To Register a Foreign or Out-of-State Custody Order (form)
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Title - IV	Chapter Title - Custody and Visitation Orders
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Chapter - 29

Rule - 29.6

Appendix - 29.6

Court-Specific Rules Concerning Modification of an Existing Custody or Visitation Order
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Title - IV	Chapter Title - Partition of Community Property
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Chapter - 30

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

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 Pursuant To La. R.S. 46:236.5	
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
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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 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
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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 - General Rules and Procedures
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Chapter - 42	When a CINC case and a criminal case involve the same family, the involved judges may, on a case-by-case basis, confer to decide whether both matters should be allotted to a single judge.
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Rule - 42.0

Appendix - 42.0

One Family/One Judge Rule

Effective May 11, 2012.

Title - V	Chapter Title - Adoption Proceedings
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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