

RULES FOR LOUISIANA DISTRICT COURTS

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

Forty-Second Judicial District Court

Parish of DeSoto

Title - I	Chapter Title - Dates of Court
Chapter - 2	Local holidays in addition to the 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.
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.

Adopted effective
December 17, 2008

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	This Court shall sit two divisions, denominated as Division “A” and Division “B”. Such designation, of particular divisions, is for the purpose of nomination, election and assignment of cases as the law provides and for no other purpose. Each of the Judges of the Court shall preside in the division of Court to which he or she has been elected or appointed.
Rule - 3.1	
Appendix - 3.1	

Divisions or Sections of
Court

Adopted effective
December 17, 2008

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

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	Pursuant to all of the provisions of Louisiana Code of Criminal Procedure Articles 551, et seq. and Articles 831, et seq. when a defendant is incarcerated, he/she may waive his/her personal appearance in any traffic, misdemeanor, or felony offense, and may instead appear via simultaneous transmission through audio-visual electronic equipment for the following: Arraignment, any preliminary matter or pretrial conference, at the entry of his/her plea of guilty, at sentencing and at any revocation hearing for a probation violation, including any hearing for contempt. All seventy-two (72) hour bond hearings shall be conducted via 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	
Effective January 1, 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	Sonya Sharrow Judicial Administrator 42nd Judicial District Court P.O. Box 1299 210 Adams Street Suite A Mansfield, LA 71052 Telephone: (318) 872-1366 Facsimile: (318) 872-1388 E-Mail: desotoja@42jdc.com
Rule - 4.1	
Appendix - 4.1	
Judicial Administrators and Clerks of Court	
Adopted December 17, 2008; Amended April 24, 2009; amended effective April 21, 2016.	Hon. Jeremy M. Evans Clerk of Court Parish of DeSoto 101 Texas Street P. O. Box 1206 Mansfield, LA 71052 Telephone: (318) 872-3110 Facsimile: (318) 872-4202 E-Mail: jeremye@desotoparishclerk.org

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	Those pleadings of uncontested matters not allotted that can be signed by either judge are: succession proceedings, tutorship proceedings, workmen's compensation settlements, settlements relating to the interest of minors, adoption proceedings, and executory proceedings. If a controversy arises in connection with these matters, it will be allotted in the same manner as is the filing of a new suit.
Rule - 9.3	
Appendix - 9.3	ALLOTMENT OF CIVIL CASES
Allotments: Signing of Pleadings in Allotted and Non-Allotted Cases	Allotment of cases will be done through electronic means. The Clerk of Court, or a duly authorized Deputy Clerk, will input the required information into a computer program which will randomly allot the case to a division. Each case shall be allotted in a like manner. However, a summary matter in a
Adopted effective	

pending case or in a case which has previously been allotted shall be assigned to the division to which it is initially allotted.

No case shall be allotted which has not been regularly filed and docketed.

Where a suit is filed, involving a summary matter, accompanied by a rule, as a rule for restraining order and injunctive relieve, child custody, support, alimony and the like, the suit will be filed with the Clerk of Court, docketed and allotted before being presented to a Judge, who shall then fix a hearing on the rule for the next court to be held in the Parish, within the time provided by law, by the Judge of the Division to whom the case has been allotted. The Judges of each Division may, in addition to his regularly scheduled terms of Court, designate two days each month for hearing such matters as are hereinabove referred to if such additional scheduling is necessary.

Succession proceedings, tutorship proceedings, workmen's compensation settlements, settlements relating to the interest of minors, adoption proceedings, and executory proceedings shall not be allotted to a division unless and until a controversy arises in connection therewith, at which time it will allotted in the same manner as is the filing of a new suit.

In case of absence or disability of the Judge to whose division a case has been allotted, or in the event of vacancy of his or her office, the other Judge of the Court shall be empowered to act in said case as fully as if it had been originally allotted to the division over which he or she presides until the absence or disability shall have ceased, or the vacancy shall have been filled.

After a case has been assigned, if it be dismissed for any reason and if filed again, it shall be heard by the Judge to whom it has been previously assigned, provided it be between the same parties and for the same object, or growing out of the same cause of action.

Title - II	Chapter Title - Procedure
Chapter - 9	Contested proceedings must be presented to the Clerk for allotment. Uncontested pleadings may be delivered directly to a judge's chambers.
Rule - 9.4	
Appendix - 9.4	
Presentation of Pleadings to the Court and Filing with the Clerk of Court	
Adopted effective December 17, 2008	

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	ASSIGNMENT OF CIVIL CASES FOR HEARING AND FOR TRIAL
Rule - 9.14	1. Assignment of contested civil cases for trial on the merits shall be made only on written motion in

Appendix - 9.14

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

Adopted effective
December 17, 2008

the division to which the case has been allotted or transferred. The motion shall recite that all exceptions, motions, and other preliminary matters have been disposed of, shall be served on all opposing counsel. Assignments may also be made at pre-trial conferences.

2. Exceptions, motions and uncontested hearing may be fixed for hearing by the Clerk of Court at the written request of any party, or by motion in open court, to be fixed on the calendar of the Division to which the case has been allotted.

3. Matters ready for trial or hearing may be fixed on written motion made in open court in chambers. Return dates for rules nisi shall be fixed by the Court in accordance with law; provided, however, that at the time any case on the merits is fixed for trial, the moving attorney shall file in the record a certificate setting forth that the matter is ready for trial and that all preliminary matters have been disposed of.

A sample suggested certificate is as follows:

“(TITLE OF SUIT)

CERTIFICATE

I hereby certify that I am counsel of record for _____, (plaintiff/defendant) in the above styled and numbered cause; that all issues have been joined; that all depositions, interrogatories and other discoveries have been completed; that all exceptions and motions for summary judgment, if any of same were filed, except those which have been referred to the merits, have been disposed of ; and the case is ready for trial on the merits.

I further certify that this case is/is not a civil jury trial. If it is a jury trial the certificate should state: “bond for cost has been filed.”

Estimated time of trial is _____ hours/days.

At least seven days before the date of this certificate, opposing counsel (name and address), was notified in writing, that I intend to request the specific trial date of _____ [month/day/year]. At this time I do/do not request a pre-trial conference. _____, Louisiana, this _____ day of _____, 20____.

Attorney for _____”

4. Upon fixing of a case for trial on the merits, the Clerk shall immediately forward to all counsel of record and to all unrepresented parties a notice of the trial date of the suit. Unless it is otherwise specifically provided by statute, at least fifteen days notice will be required for trial on the merits and five days notice on motions, rules and exceptions.

5. Cases not reached on the day fixed will stand fixed at the foot of the calendar for the subsequent day unless re-fixed for a different day. A case begun and not concluded will have precedence on the following judicial day, unless otherwise ordered by the Court.

6. The Clerk shall keep a docket showing the day on which cases are assigned for trial, and the number, title and names of all counsel engaged therein, and the division in which same is to be tried.

7. Civil non-jury cases shall not be fixed for trial at the time a petit jury is in attendance. And in the trial of cases, jury cases shall have preference over non-jury cases.

PRE-TRIAL CONFERENCES

1. In any civil action, upon request of counsel for party or at its own discretion, the Court may order the attorneys for the parties to appear before it for a pre-trial conference to consider all appropriate matters and the fixing of the case for trial.

2. Counsel for all parties will be notified of the procedure adopted by the court for use at the pre-trial conference.

3. In case of failure of a party or counsel to comply with the pre-trial procedure, the Court shall impose appropriate sanctions including, by way of illustration only, dismissal of the suit or judgment by

default.

Title - III	Chapter Title - Allotment of Cases
Chapter - 14	ALLOTMENT OF CRIMINAL CASES
Rule - 14.0	1. Felony cases shall be divided into four classes which shall be designated as follows:
Appendix - 14.0A	Class I Capital cases. Class II Felonies for which the punishment is life imprisonment. Class III All other felonies which require a twelve person jury. Class IV Felonies which require a six person jury.
System of Random Allotment of Criminal Cases (Other than Traffic, Wildlife, and Appeals from Lower Courts)	The penalty of the offense charged at the time of the alleged commission of the act shall determine the classification of the particular case.
Adopted December 17, 2008; amended effective April 1, 2021.	2. The allotment of felony cases shall be determined in the same manner and by use of the same method as Civil cases allotted on the civil docket. The Clerk of Court, or a duly authorized Deputy Clerk, either will input the required information into a computer program that will randomly allot the case to a division or will use another random allotment system as approved by the Court. The allotment of cases shall be made immediately upon the Clerk of Court's receipt of a defendant's seventy-two (72) hour order at which time a docket number shall also be assigned. The Clerk shall advise the Court, the DeSoto Parish District Attorney's Office, and the Public Defender of the section allotment and assigned docket number in writing no later than the next business day after allotment. Upon written motion of the State, of the defense, or by the Court on its own motion, for good cause, any case may be transferred from one division of the Court to the other by written order signed by both Judges. 3. Misdemeanor cases will be handled on a rotating basis. Juvenile cases will be handled by Division "A". Criminal Neglect of Family cases will be handled by Division "B".

Title - III	Chapter Title - Allotment of Cases
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Chapter - 14	See Appendix 14.0A.
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Rule - 14.0	
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Appendix - 14.0B	
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Random Allotment Traffic Offenses, Wildlife Offenses, and Appeals from Courts of Limited Jurisdiction)	
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Title - III	Chapter Title - Allotment of Cases
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Chapter - 14	When there are multiple felony cases against one defendant, those cases shall be transferred to one division of the Court for disposition. All felony cases involving a single defendant shall be transferred to the division of the Court with the lowest open docket number assigned. Cases with co-defendants are those cases arising from the same incident and those cases are "co-defendant cases" whether the defendants are charged in one charging instrument or not. When felony cases involve co-defendants
Rule - 14.1	
Appendix - 14.1	

Allotment - Defendant
with More than One
Felony Case

Adopted effective
December 17, 2008;
amended effective April
1, 2021.

such cases shall be transferred to one division of the Court for disposition. Co-defendant cases shall be transferred to the division of the Court with the case with the lowest open docket number assigned. A case shall be considered pending until a plea of guilty or nolo contender is entered, a verdict is returned after a trial, or the case is dismissed.

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

Dates for Motions, Pre-trial and Status Conferences are set on the Court Calendar kept by the Clerk of Court and cases are fixed on the next date in open court or by written motion.

Rule - 15.0

Appendix - 15.0

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

Adopted effective
December 17, 2008

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

Determination of counsel shall be made within 72 hours for detained persons or at arraignment.

Rule - 15.1

Appendix - 15.1

Appointment of Counsel

Adopted effective
December 17, 2008.

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

Clerk maintains a box in her office for the district attorney in which a certified copy of pleadings can be placed to effect service on the district attorney.

Rule - 15.2

Appendix - 15.2

Alternative Method of
Service on District
Attorney

Adopted effective
December 17, 2008.

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	The District does not authorize a system of simultaneous peremptory challenges.
Rule - 19.0	
Appendix - 19.0	
Simultaneous Peremptory Challenges	
Adopted effective December 17, 2008	
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 Represent Absentee Defendants	

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

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

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

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

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.10

Appendix - 24.10

Court-Specific Rules
Concerning Setting of
Pre-Trial Conferences

Title - IV	Chapter Title - Procedure
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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
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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
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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	<ol style="list-style-type: none"> 1. Pursuant to R.S. 46:236.5, R.S. 46:2135(I), Title 9, and applicable articles of the Louisiana Civil Code and Louisiana Children’s Code, 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 majority vote of the entire Court, to hear support and support related and other domestic, juvenile, and family matters. 2. Domestic and family matters shall include divorce and all issues ancillary to a divorce proceeding; all child related issues such as paternity, filiation, custody, visitation, and support in non-material cases; all protective orders filed in accordance with R.S. 46:2131 et seq., R.S. 46:2151 et seq., and the Children’s Code and all injunctions filed in accordance with R.S. 9:361, 371, and 372 and Code of Civil Procedure Articles 3601 et seq., which involve personal abuse, terrorizing, stalking, or harassment; and enforcement of orders in any of these matters, including contempt of court. 3. The entire Court, by majority vote, shall fix the salary of the hearing officer and any such other personnel hired and employed to implement this procedure. 4. Such hearing officer shall have authority to perform and shall perform any and all duties assigned to the officer by a judge designated by the Court which are consistent with R.S. 46:236.5 as it presently exists or as supplemented or amended in the future. The Court further authorizes the hearing officer to hear and dispose of all matters pertaining to protective orders. 5. The hearing officer shall act as a finder of fact and shall make recommendations to the Court concerning the above referenced domestic, juvenile, and family matters. The recommendation may be transmitted in open court, in chambers, or by mail. 6. Any party to the proceedings may file an exception to the findings of fact or law of the hearing

officer within 72 hours from the date of the hearing. The 72-hour period referred to herein shall commence running at 5:00 p.m. on the date of the hearing and shall exclude Saturday, Sunday, and other legal holidays.

7. Should any party file an exception to the findings of the hearing officer, the Court shall schedule a contradictory hearing before a judge for the taking of additional evidence if in the Court's discretion it is determined that additional information is needed. If no exception to the hearing officer's recommendations is timely filed, an Order shall be signed by the judge, which shall be a final judgment and be appealable to the Court of Appeal.

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
Chapter - 35	
Rule - 35.1	
Appendix - 35.1	
Court-Specific Rules Concerning Failure To Timely Comply with an Appendix 23.0D Hearing Officer Conference and Information Order and/or an Appendix 23.0B Family Law Affidavit	

Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
Chapter - 35	
Rule - 35.4	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_35.4.pdf
Appendix - 35.4	
Stipulation Form (form)	

Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
Chapter - 35	
Rule - 35.5	
Appendix - 35.5	
Court-Specific Rules Concerning Objections to Hearing Officer Recommendations and Judgments of Domestic Commissioner	

Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
Chapter - 35	
Rule - 35.7	
Appendix - 35.7	
Court-Specific Rules Concerning the Setting of Hearing Dates	

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

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

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	