



**Appendix** 4.1  
**Rule No:** 4.1  
Judicial Administrators and  
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**Chapter:** 5

**Chapter Title:** Courtroom Use, Accessibility and Security

**Appendix** 5.1A

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

**Rule No:** 5.1

Americans with Disabilities  
Form

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**Appendix** 5.1B

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

**Rule No:** 5.1

Request for Interpreter and  
Order

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**Appendix** 5.1C

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

**Rule No:** 5.1

Interpreters Oath

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**Chapter:** 8

**Chapter Title:** Indigents and In Forma Pauperis

**Appendix** 8.0

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

**Rule No:** 8.0

In Forma Pauperis Affidavit

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**Chapter:** 9

**Chapter Title:** Procedure

**Appendix** 9.14

**Rule No:** 9.14

A matter may be fixed for trial at any time after an answer is filed. The party wishing to obtain a trial date should contact the Clerk of Court to obtain a "fixing form" and return the completed form to the Clerk of Court for signature by the appropriate Judge.

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

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**Appendix** 9.3

ALLOTMENT OF CASES

**Rule No:** 9.3

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

Civil cases (except uncontested probate cases) will be allotted to the different divisions of the court in the following manner: when a petition is filed the Clerk of Court, or his authorized deputy, shall allot the cases to the different divisions indiscriminately and by lot. Fifteen balls of equal size and consistency will be placed in a container, five of said balls designated as Division A, five designated as Division B and five designated as Division C. The container should be of an opaque material so that the contents may not be seen. When a case is to be allotted the contents of the container should be thoroughly mixed and a ball drawn or ejected from the container for allotment of the first case on the docket to be allotted. That case shall be allotted to the division of court indicated on the ball obtained from the container. As many other balls shall be drawn or ejected as may be necessary to complete the allotment of cases on hand. The balls so drawn shall not be returned to the container with the other balls but shall be kept separate therefrom until all fifteen balls have been used. When all fifteen balls have been drawn or ejected from the container, five cases will have been allotted to each division of the court and then all of the balls will be returned to the container and the process repeated for further allotment. However, a summary matter in a pending case or in a case which has previously been allotted shall be assigned to the division to which it was initially allotted. When a new summary matter is to be filed which is accompanied by a rule, as a rule for restraining order and injunctive relief, child custody, support, alimony and the like, that rule will be first presented to a Judge who shall fix a hearing on the rule for the next court to be held in the parish more than ten days hence, and then the case will be filed with the Clerk of Court. Upon filing that case shall be allotted by the Clerk of Court in the same manner as other cases are allotted to divisions. Should a Judge of a division other than the division to which it is allotted hear the rule fixed in the case, and if he determines that by hearing the rule he has heard a material and significant aspect of the case, he may order that the allotment of the case be changed to his division.

Any uncontested matters, such as confirmation of defaults, and petition and answer cases, not actively contested, may be heard in any division, regardless of allotment. Each Clerk of Court shall maintain a record of cases allotted showing the docket number, the style of the case, the division of court to which the case has been allotted and the date of the allotment.

After a case is so allotted to one Division as herein provided, it may not be transferred or heard in another Division without the consent of the Judge of the Division to whom it was allotted, except where the Judge of another division hears a rule in the case and orders it transferred to his division as provided hereinabove, and except in a case where the Judge of the division to



**Appendix** 14.1A  
**Rule No:** 14.1  
Allotment - Defendant with More than One Felony Case

Multiple charges arising out of the same investigation or events or occurring within a 180 day period shall be handled by the division having the Bill of Information or Indictment with the lowest number.

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**Chapter:** 15  
**Chapter Title:** Assignment of Cases and Preliminary Motions

**Appendix** 15.0  
**Rule No:** 15.0  
Assignment of Cases, Filing of Motions, Pre-Trial and Status Conferences

A defendant in a criminal case must file a motion for a pre-trial or status conference with the Division of Court to which the case has been assigned and the Judge of that Division will schedule the conference.

**FIXING OF CASES FOR TRIAL**

Criminal cases shall be fixed for trial on the merits by the District Attorney and/or any Assistant District Attorney on oral motion in open court or on written motion. However, motions or rules in criminal cases may be fixed by either the District Attorney or any of his assistants or by the defense attorney, PROVIDED that all motions by defense attorneys shall be accompanied by a certificate from the proper Clerk of Court showing the following:

- (1) Whether prosecution is by grand jury indictment or bill of information;
  - (2) The date defendant was arraigned, if he or she has been arraigned; if not arraigned, the certificate shall so state;
  - (3) The date on which an order was entered fixing the case for trial;
  - (4) The type and date of notice given the defendant or his attorney of the fixing, i.e. (a) if notice was given in open court in the presence of defendant or his attorney, (b) if notice was by mail, or (c) by service on the defendant or his attorney; and
  - (5) The date of the trial.
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**Appendix** 15.1  
**Rule No:** 15.1  
Alternative Method of Service on District Attorney

None.

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**Appendix** 15.2  
**Rule No:** 15.2  
Appointment of Counsel

Counsel for indigent defendants is appointed from a rotation list of indigent defense attorneys. The Court advises the indigent at Code of Criminal Procedure Article 230.1 hearing or at arraignment or answer hearing if no prior hearing held.

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**Chapter:** 18  
**Chapter Title:** Arraignment and Pleas

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

**Rule No:** 18.0

**Chapter:** 19                      **Chapter Title:** Simultaneous Peremptory Challenges

**Appendix** 19.0                      Simultaneous challenges are allowed.

**Rule No:** 19.0

Simultaneous Peremptory  
Challenges

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