



**Appendix** 4  
**Rule No:** 4.1  
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**Chapter:** 5

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

**Appendix** 5A

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5A.PDF>

**Rule No:** 5.1

Americans with Disabilities  
Form

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**Appendix** 5B

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5b.PDF>

**Rule No:** 5.2

Request for Interpreter and  
Order

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**Appendix** 5C

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5C.PDF>

**Rule No:** 5.1

Interpreters Oath

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**Chapter:** 8

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

**Appendix** 6

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX6.PDF>

**Rule No:** 8.0

In Forma Pauperis Affidavit

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**Chapter:** 9

**Chapter Title:** Procedure

**Appendix** 7

**Rule No:** 9.4

Successions may be delivered directly to Judge's Chambers. All others must be filed with Clerk of Court.

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

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**Appendix** 8

**Rule No:** 9.14

#### ASSIGNING CASES FOR TRIAL

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

1. Unless otherwise agreed between counsel for all parties at interest and all litigants not represented by counsel of record, and consented to by the Court, no case shall be fixed for trial, except by order of the Court, granted upon motion of some party in interest. Unless made orally in open Court, every motion to fix any matter for trial shall be in writing and shall be served on opposing counsel and all litigants not represented by counsel of record, in the manner provided by law.

2. Attorneys desiring to have docketed cases fixed for trial are requested, whenever possible, to confer with opposing counsel in advance to ascertain mutually convenient trial dates and to determine whether pre trial conference is desired by counsel for any party. Counsel moving to have a case fixed for trial should advise the Court in his motion, either oral or written:

- (a) The general nature of the case;
- (b) The approximate time that it will take to try the case, estimated in hours;
- (c) Whether or not pre trial conference is desired by counsel for any party; and
- (d) Mutually convenient trial dates or that no such dates can be agreed upon by counsel.

(e) A statement attesting that Court costs are current and sufficient funds have been advanced to cover service of any notice required for trial.

3. Whenever motion is made to fix a case for trial, the Judge may call a pre trial conference on a date and at a time to be set by him, upon reasonable written notice by the Clerk to all counsel of record. After the pre trial conference is concluded, the Judge may then set the case for trial specially. If the Judge in his discretion believes a pre trial conference is unnecessary, or inadvisable, he may set the case for trial without pre trial conference.

4. The Clerk shall not be required to give written notice of the date of trial in the following cases unless written request therefor is made pursuant to Article 1572 of the Code of Civil Procedure:

- (a) When all parties or counsel are present in Court at the time oral motion for fixing trial is made and the Court orders the trial fixed at a specific date.
- (b) When all parties or counsel and the Court have agreed in writing to a trial date.

In all other cases, the Clerk shall give written notice of trial date to all parties or counsel at

least 10 days before the date fixed for trial.

5. In specially fixing cases for trial, whenever possible, the Court shall give due consideration to the accommodation of counsel for the litigants and particularly shall undertake to avoid conflict with any previously assigned case in any Court of record in this State where the same trial counsel are engaged. In case of congestion on the trial calendar of the Court, preference shall be given in the assignment of ordinary cases to those longest on the docket, unless in the discretion of the Judge the interest of justice requires otherwise, or unless counsel in such cases waive preference.

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.

In any matter in which a litigant is not represented by an attorney of record, notice of such trial date shall be mailed to the litigant to his address as shown by the record. If the litigant's address is not set out in the pleadings, or otherwise ascertainable from the record, posting of such Notice of Trial Date on the bulletin board shall constitute ample notice to the litigant.

### BRIEFS

1. Counsel are encouraged, but not required (unless otherwise advised by the Court), to submit, on or before the date of trial, a memorandum of authorities covering the case, particularly if unusual questions of law are involved. If such a memorandum is filed, opposing counsel must be served with a copy at least two days prior to the date of trial, in the usual manner, and evidence of service must be manifested by the certificate of counsel who filed the memorandum.

2. In any case where counsel for any litigant desires to submit a brief after the conclusion of trial, the Court may defer decision and allow a specified time to each attorney to file a brief on behalf of his client.

3. The Court may require briefs after the conclusion of trial and prior to decision in any case where the Judge deems that briefs are necessary or advisable, and in such case, shall allow a specified time to each attorney to file a brief on behalf of his client.

4. In any case where briefs are allowed or required by the Court, counsel will adhere strictly to the schedule fixed by the Court for the filing of such briefs. A ten day extension of time for filing briefs shall be granted upon the requesting counsel:

(1) Filing a written ex parte motion, without assigning reasons, requesting the extension of time in which to file briefs, or

(2) Notifying the Court by letter that an extension of time in which to file briefs is requested, with copies of said letter being supplied to the Clerk of Court and the opposing counsel.

Any additional extension of time not exceeding twenty days in which to file briefs, beyond that provided for above, must be requested by filing a written ex parte motion to that effect, and reasons must be assigned. The sufficiency of the reasons so assigned shall be decided in the discretion of the Court. Any motion or letter requesting an extension of time in which to file briefs must be filed, mailed or delivered prior to the expiration of the filing date as specified by the Court.

Any brief filed after the original filing date, or the extended filing date as specified, will not be considered by the Court. For the purpose of this section, the postmark date of the letter of transmittal to the Clerk of Court shall be accepted as the date of filing any brief.

## COURT REPORTER AND TRANSCRIPTION OF RECORDS

In civil cases, the Court Reporter will be available at the request of any party to electronically or mechanically record the proceedings, but will not do so unless paid \$25.00 in advance per day (anticipated for trial) for such requested appearance, provided that at trials on the merits, one payment shall cover the appearance costs for all proceedings irrespective of the length of the trial. When counsel or a party requests the Court Reporter's presence, it is urged that the Reporter be given not less than three days advance notice. Costs of transcription of records shall be charged by the Reporter to the party requesting it at the commercial rates prevailing in the area, and as set by the Reporter with the approval of the Court.

Indigents in civil cases will be furnished such transcription of the records at public cost as may be required by law. Failure to have the Court Reporter present may result in the inability to provide a record and transcript for appeal or other purposes, since there is no assurance that the testimony will be preserved in civil cases.

Failure to request the Reporter in civil cases shall be a waiver of rights granted in Article I, Section 19 of the Louisiana Constitution.

## EXEMPTION PERIOD FOR JURORS

Pursuant to authority contained in Section 4 of Rule XXV, as amended, of the Louisiana Supreme Court, the exemptive period for jurors who have previously served is increased from two years to four years.

The Court finds that a rule is required to assure the availability of adequate Court Reporter's services for all of the Court's functions. In view of the fact that the availability of public funding of Court Reporters is limited in these two parishes, the employment of competent reporters requires that they have access to supplemental income from depositions in private litigation.

All persons who contemplate taking depositions in this Judicial District for use in any action to be heard or tried before this Court, shall follow this procedure:

(1) When the deposition is to be taken in Concordia Parish or vicinity, the Court Reporter for Concordia Parish shall be contacted, and likewise where the deposition is to be taken in Catahoula Parish or vicinity, the Court Reporter of Catahoula Parish shall be contacted, and they shall be requested to provide the reporter services required.

(2) The local Court Reporters shall be used for these depositions if they are available, can provide the services within the time constraints applicable, and have the proper equipment.

(3) No depositions may be used in this Court unless this procedure has been followed, or it has been determined that the local Court Reporter cannot provide the necessary service.

(4) Any complaint with respect to the services provided by any Court Reporter should be reported immediately to one of the Judges of this Court.

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**Chapter:** 13

**Chapter Title:** Civil Litigation Filed by Inmates

**Appendix** 9

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.PDF>

**Rule No:** 13.2

In Forma Pauperis Application;

**Appendix** 10

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX10.PDF>

**Rule No:** 13.2

In Forma Pauperis Application;  
Civil Litigation Filed by  
Inmate - Appeal

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**Chapter:** 14

**Chapter Title:** Allotment of Cases

**Appendix** 11

**Rule No:** 14.0

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

Amended effective May 1,  
2007.

Any judge may render preliminary and interlocutory orders, issue search or arrest warrants or other matters requiring expeditious handling prior to docketing and allotment.

Multiple defendants or charges - the DA and Defense Counsel shall inform the judges of these situations so a reallocation may be made.

In those criminal cases wherein multiple Defendants are involved in one criminal episode or affair, or there are multiple charges against one or more persons, or in such other cases as the law may allow joinder of one or more offenses or persons, it is the intent of these rules that normally all matters be handled by one Division. Accordingly, it shall be the duty of the District Attorney and Defense Counsel to immediately inform the Judges of the existence of this situation so that a reallocation and other adjustment may be made pursuant to other provisions of this rule.

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**Appendix** 12

**Rule No:** 14.0

Random Allotment Traffic  
Offenses, Wildlife Offenses,  
and Appeals from Courts of  
Limited Jurisdiction

Traffic & wildlife cases involving arrest and booking are docketed and allotted in same manner as other criminal cases.

Traffic & wildlife cases where citation and summons is issued are docketed and allotted in accordance with the number of the ticket or citation. Even numbered tickets or citations go to Div. A and odd numbered ones go to Div. B, except where multiples are issued to one individual for one particular episode or event. Those will be allotted to the division which receives the first ticket of the series.

Officers issuing tickets and summonses shall notify the party to which Division it will be assigned and the Court appearance date.

In those criminal cases wherein multiple Defendants are involved in one criminal episode or affair, or there are multiple charges against one or more persons, or in such other cases as the law may allow joinder of one or more offenses or persons, it is the intent of these rules that normally all matters be handled by one Division. Accordingly, it shall be the duty of the District Attorney and Defense Counsel to immediately inform the Judges of the existence of this situation so that a reallocation and other adjustment may be made.

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**Appendix** 13

**Rule No:** 14.1

Allotment - Defendant with  
More than One Felony Case

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Adopts Rule 14.1.

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

**Appendix** 14                      Dates are assigned in open court at arraignment.

**Rule No:** 15.0

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

GRAND JURIES

1. A Grand Jury for Catahoula Parish shall be drawn according to law and impaneled by the Judge of Division "A" on the second Monday of the month of April and by the Judge of Division "B" on the third Monday of the month of October, of each year.

2. A Grand Jury for Concordia Parish shall be drawn according to law and impaneled by the Judge of Division "A" on the first Monday of the month of April, and by the Judge of Division "B" on the second Monday of the month of October of each year.

CRIMINAL MATTERS

In accordance with the provisions of La. C.Cr.P. Art. 886, the enforcement of fines and costs in criminal proceedings may also be accomplished through the use of the filing of offset claims against defendants pursuant to La. R.S. 47:299.1 et seq. Retroactive effect may be given to this rule if

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**Appendix** 15                      Deposit copy in District Attorney's tray in Clerk of Court's Office.

**Rule No:** 15.1

Alternative Method of Service on District Attorney

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**Appendix** 16                      Court advises at C.C.P. Art. 230.1 hearing or at arraignment or answer hearing if no prior hearing held.

**Rule No:** 15.2

Appointment of Counsel

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**Chapter:** 18                      **Chapter Title:** Arraignment

**Appendix** 17                      <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX17.PDF>

**Rule No:** 18.0

Waiver of Formal Arraignment

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

**Appendix** 18                      Simultaneous peremptory challenges allowed.

**Rule No:** 19.0

Simultaneous Peremptory Challenges

The simultaneous acceptance or peremptory challenge of each Juror shall be accomplished by the designation of the State and the Defendant, on a written form supplied to each by the Clerk of Court that each does either accept or challenge the Juror.

If both the State and the Defendant shall accept, the Juror shall be immediately sworn. If either the State or Defendant challenges, the prospective Juror shall be excused and the use of a peremptory challenge by the appropriate party shall be noted. If the State and Defendant both challenge, the prospective juror shall be excused and the use of a peremptory challenge by both

the State and the Defendant shall be noted.

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