

RULES FOR LOUISIANA DISTRICT COURTS

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

Eighth Judicial District Court

Parish of Winn

Title - I Chapter Title - Dates of Court

Chapter - 2 None.

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 Single judge district.

Rule - 3.1

Appendix - 3.1

Divisions or Sections of
Court

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

Chapter - 3 Single judge district.

Rule - 3.2

Appendix - 3.2

Duty Judges

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

Chapter - 3

Rule - 3.4

Appendix - 3.4

Court-Specific Rules
Concerning Judges' Use
of Electronic Signatures

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
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
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	Vicki Rockett Court Administrator 8th Judicial District Court P. O. Box 71 Winnfield, LA 71483 Telephone: (318) 628-4596 Facsimile: (318) 628-2753 E-Mail: eighthjdc@hotmail.com
Rule - 4.1	
Appendix - 4.1	
Judicial Administrators and Clerks of Court	Hon. Donald E. Kelley Clerk of Court Parish of Winn 119 West Main Street, Room 103 Winnfield, LA 71483 Telephone: (318) 628-3515 Facsimile: (318) 628-3527 E-Mail: winncoc@suddenlinkmail.com

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	
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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	
<hr/>	
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	
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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	
<hr/>	
Title - II	Chapter Title - Procedure
Chapter - 9	Single judge district.
Rule - 9.3	
Appendix - 9.3	
Allotments: Signing of Pleadings in Allotted and Non-Allotted Cases	
<hr/>	
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

1. Any party desiring to assign a case for trial shall, after all issues have been joined and after disposition of all contemplated or pending rules, motions, exceptions, interrogatories, requests for admissions, depositions or other discovery proceedings, and after all trial depositions (except expert witness depositions) have been taken, make a written request for a trial setting. Any party desiring a trial date must state whether or not a pre-trial conference would be helpful toward a prompt disposition of the case. To request a pre-trial conference the party must comply with 3 below. The court after review of the record may waive a pre trial conference or order a pre-trial conference.
2. Any party desiring to assign a case for trial where the provisions of Section 1 have not been completed, may request a pre-trial status conference by stating: (1) The status of discovery and the

estimated length of time necessary to complete all discovery. (2) A statement as to the status of any pending motions or exceptions. (3) A statement of contested factual issues. (4) A statement of legal issues. (5) A statement that a status conference may facilitate movement toward a trial date and would be beneficial to the ends of justice. (6) A statement that counsel has reviewed this Rule.

3. A request for a pre-trial conference shall include a statement of the following: (1) Nature of the case. (2) That issue has been joined between all parties to the litigation. (3) That all exceptions, motions and other preliminary matters have been disposed of. (4) That all discovery has been substantially completed. (5) That the case is now ready for setting of a trial date. (6) A pre trial conference would be helpful toward a prompt disposition of the case.

4. In those cases in which a pre-trial conference is requested and set, the Clerk will forward notice of the date and time of the pre-trial conference to all counsel or parties if unrepresented. Within thirty (30) days of the receipt of notice of pre trial conference all counsel are to file responses to the pre-trial order. The pre-trial response shall contain the following:

- A. A brief but comprehensive statement of the plaintiff's contentions.
- B. A brief but comprehensive statement of the defendant's contentions.
- C. A brief but comprehensive statement of the claims of any other parties.
- D. Facts established by the pleadings or by stipulations or admissions.
- E. A statement setting forth the contested issues of fact.
- F. A statement setting forth the contested issues of law.
- G. A list and brief description of exhibits to be offered in evidence by the parties.
- H. A statement that the documentary exhibits have been stipulated as to authenticity or that they have not been so stipulated.
- I. A list of witnesses each party may call and short statement as to the nature (but not as to the content) of their testimony. Except for the witnesses listed and those called for impeachment purposes, no other witnesses may be called to testify, except for good cause shown.
- J. A statement as to the estimated length of time necessary to try the case.

5. In those cases in which a status conference is requested and set, the Clerk will forward notice of the date and time of the status conference to all counsels or parties if represented. Within thirty (30) days of the date of receipt of notice all counsels are to file responses to the status conference order, said order which shall require the following information:

- (1) The number of witnesses to be called by you and the length of time it will take:
 - (a) to put on your case; and,
 - (b) to try the entire case.
- (2) A brief summary of contested factual issues.
- (3) Statement of legal issues.
- (4) A complete list of exhibits. In appropriate cases, counsel will submit a list of special damages for which judgment is sought.
- (5) A list of witnesses which may be called at trial.

6. Civil cases may be fixed for trial on the merits without a pre trial conference or at the time of the pre trial conference by the Judge upon receipt of written request therefor from any counsel of record. When a civil case is set for trial without a pre trial conference the Clerk of Court shall immediately mail to all counsel of record and to all parties not represented by counsel, written notice of the trial date and Trial Order, which shall be in the following form:

_____ :

Plaintiff :

VS. : NO. _____

_____ : Defendant

: TRIAL ORDER

As attorney of record, you are notified that:

This matter is set for trial at Winnfield, Winn Parish, Louisiana, on the ____ day of _____, 20____, at 9:00 o'clock a.m.

(A) Moving party will bring to the Court's attention within two (2) weeks from date of this notice, any pending motions or exceptions not yet fixed for hearing.

(B) All new, amending, or supplemental pleadings (including motions for summary judgment) be filed on or before two (2) weeks from date of this notice.

(C) All parties are to exchange names and addresses of their respective witnesses and identify and permit examination (including copying) of each other's exhibits intended to be used in evidence no later than one (1) month prior to trial date.

(D) All discovery be completed on or before one (1) month prior to trial date.

(E) Whenever possible, depositions intended for use in lieu of live testimony will be submitted to my office two (2) weeks before trial date to facilitate a decision from the bench.

(F) Pre-trial memoranda on anticipated disputed issues of law should be submitted to my office one (1) week prior to trial date.

(G) Ten (10) days prior to the trial each party shall file in the record of this proceeding a pre trial statement setting forth:

1. A brief but comprehensive statement of the parties contentions.
2. Facts established by pleading or stipulations or admissions.
3. A statement setting forth the contested issues of fact.
4. A statement setting forth the contested issues of law.
5. A list and brief description of exhibits to be offered into evidence by the party.
6. A statement that the documentary exhibits have been stipulated as to authenticity or that they have not been so stipulated.
7. A list of witnesses the party may call and short statement as to the nature (but not as to the content) of their testimony, except for witnesses which will be called for impeachment or rebuttal purposes. No other witnesses may be called to testify except for good cause.
8. A list of depositions offered and filed in lieu of live testimony.
9. A statement as to the estimated length of time necessary to try the case.

Willful failure to comply with this Trial Order may result in any of the following:

(1) Cancellation of the trial date and/or, (2) Loss of right to introduce evidence and/or, (3) Loss of right to object to the introduction of evidence. Failure of the attorney or party who requested the fixing of the case for trial to comply with this Trial Order may result in the trial being removed from the trial docket of this Court.

PRE-TRIAL STATUS CONFERENCE

When a pre-trial status conference has been ordered all counsels of record shall file a statement complying with hereinabove.

APPEAL

All cases appealed to this Court shall be docketed and heard as a civil proceeding, and the appellee shall have three days from the date of filing of the transcript of appeal in which to file his answer or move to dismiss the same, provided that no appeal shall be dismissed for any defect or irregularity in the proceedings not imputable to the appellant. No motion to dismiss filed later than said three days can be considered.

Failure on part of counsel to comply with the provisions of Rule 9.14 may result in any of the following: (1) Cancellation of the pre trial conference or trial date and/or (2) Loss of right to introduce evidence and/or (3) Loss of right to object to the introduction of evidence and/or the right to object to the trial date or all the above.

SPECIFIC TERMS OF COURT

The terms of court shall be as follows:

1. Civil and criminal terms shall be set forth for the calendar year 2004 and each future year thereafter on a calendar to be adopted and filed with the Clerk of Court on/or before December 1 of each year.
2. Grand jury term shall be held in March and in September of each year other than special grand juries.
3. In addition to the above terms of court, trials may be held in Winn Parish as the business of the court so requires.

Title - III	Chapter Title - Allotment of Cases
Chapter - 14	
Rule - 14.0	
Appendix - 14.0A	
System of Random Allotment of Criminal Cases (Other than Traffic, Wildlife, and Appeals from Lower Courts)	

Title - III	Chapter Title - Allotment of Cases
Chapter - 14	See Appendix 14.0A.
Rule - 14.0	
Appendix - 14.0B	
Random Allotment Traffic Offenses, Wildlife Offenses, and Appeals from Courts of Limited Jurisdiction)	

Title - III	Chapter Title - Allotment of Cases
Chapter - 14	Single judge district.
Rule - 14.1	
Appendix - 14.1	
Allotment - Defendant with More than One Felony Case	
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Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
Chapter - 15	Set by special order at arraignment.
Rule - 15.0	SPECIFIC TERMS OF COURT
Appendix - 15.0	District Court
Assignment of Cases, Filing of Motions, Pre- Trial and Status Conferences	<p>The terms of court shall be as follows:</p> <p>A. Grand jury term shall be held in March and in September of each year other than special grand juries.</p> <p>B. In addition to the above terms of court, trials may be held in Winn Parish as the business of the court so requires.</p> <p>Collection on Bond Forfeitures. (a) 10% of all funds collected by the Attorney General shall be paid to the District Judge's Judicial Expense Fund.</p>
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Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
Chapter - 15	Counsel for indigent defendants appointed on motion of Indigent Defender Board.
Rule - 15.1	1. Rights Hearing. Any person entitled to a hearing pursuant to LSA CCrP Article 230.1 shall be timely brought before the presiding judge for the purpose of fixing bail and/or appointment of counsel in accordance with the provisions therein, except that the defendant shall be allowed to make appearance by telephone and/or audio/video electronic equipment, within the discretion of the presiding judge.
Appendix - 15.1	
Appointment of Counsel	
<hr/>	
Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
Chapter - 15	No alternate method except indigents - Clerk places copy of pleading in District Attorney's box at clerk of Court's office.
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	

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

All pleadings to make executory alimony or support judgments or in which a judgment of contempt for failure to pay spousal support or child support judgments shall be accompanied by a sworn affidavit executed by the party filing said pleadings, an attested copy of which shall be served upon the defendant, setting forth the following:

(1) A computation of all payments that have accrued under the judgment.

(2) An itemized list of all payments received showing when, to whom, by whom and in what manner said payments were made.

(3) The amount of arrearages.

Prior to the time the matter is called for hearing, defendant shall file a similar affidavit.

See Section V of the Appendix 23.0B Family Law Affidavit.

Title - IV	Chapter Title - Notice and Exchange of Information
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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
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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
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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
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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**

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;

In a case where a curator ad hoc is appointed to represent an absent defendant, he may not file an answer before the expiration of 15 days from the date of service is made upon him by the Sheriff or acceptance of service.

Any answer or other pleading, either prepared, filed on in any manner directly or indirectly handled, or any advice given by counsel to the party other than the one he represents, will justify the Court in rejecting the demand.

Title - IV	Chapter Title - Procedure
Chapter - 24	No case will be set for trial on the same day the answer is filed, but will be set at some future open date to be heard as in other cases in the order of its fixing except when answer is filed by curator ad hoc.
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
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Chapter - 24

Rule - 24.8 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8C.pdf

Appendix - 24.8C

Contested Motion To
Continue (form)

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.9

Appendix - 24.9

Court-Specific Rules
Concerning Discovery

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.10

Appendix - 24.10

Court-Specific Rules
Concerning Setting of
Pre-Trial Conferences

Title - IV **Chapter Title - Procedure**

Chapter - 24

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

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
Chapter - 26	
Rule - 26.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0A.pdf
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
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Chapter - 27

Rule - 27.0

Appendix - 27.0C

Court-Specific Rules
Concerning Allowance
of Divorce by Affidavit
in a La. C.C. art. 102
Divorce

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
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Chapter - 27

Rule - 27.1	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1A.pdf
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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
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
Chapter - 28	
Rule - 28.1	
Appendix - 28.1A	
Court-Specific Rules Concerning Allowance of Divorce by Affidavit in a La. C.C. art. 103 Divorce Under La. Code Civ. Proc. art. 1702(E)	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
Chapter - 28	
Rule - 28.1	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.1B.pdf
Appendix - 28.1B	
La. C.C.P. art. 1702(E) Divorce Checklist (form)	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
Chapter - 28	
Rule - 28.1	
Appendix - 28.1C	
Courts That Require the Filing of a La. C.C.P. art. 1702(E) Divorce Checklist	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
Chapter - 28	
Rule - 28.2	

Appendix - 28.2A

Courts That Require the
Filing of a La. C.C.P. art.
969(B) Divorce
Checklist

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
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Chapter - 28

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

La. C.C.P. art. 969(B)
Divorce Checklist (form)

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

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
Applicant’s Attorney 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

Appendix - 29.0C

Court-Specific Rules
Concerning Ex Parte
Custody Orders

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

Rule - 29.1

Appendix - 29.1

Court-Specific Rules
Concerning Temporary
Custody Orders

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

Rule - 29.2	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2A.pdf
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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
Chapter - 29	The court may require parties in cases involving the custody of the minor children to participate in programs designed to acquaint the parents or parties with methods of assisting minor children in coping with the stress of divorce and custody proceedings.
Rule - 29.3	
Appendix - 29.3	
Court-Specific Rules Concerning Parenting Classes	
Title - IV	Chapter Title - Custody and Visitation Orders
Chapter - 29	
Rule - 29.4	
Appendix - 29.4	
Court-Specific Rules Concerning Mediation	
Title - IV	Chapter Title - Custody and Visitation Orders
Chapter - 29	
Rule - 29.5	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.5.pdf
Appendix - 29.5	
Form Letter To Register a Foreign or Out-of-State Custody Order (form)	
Title - IV	Chapter Title - Custody and Visitation Orders
Chapter - 29	
Rule - 29.6	
Appendix - 29.6	
Court-Specific Rules	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	
Rule - 30.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0A.pdf
Appendix - 30.0A	
Sworn Detailed Descriptive List (form)	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	
Rule - 30.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0B.pdf
Appendix - 30.0B	
Sample, Completed Sworn Detailed Descriptive List (form)	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	
Rule - 30.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0C.pdf
Appendix - 30.0C	
Joint Detailed Descriptive List (form)	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	
Rule - 30.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0D.pdf
Appendix - 30.0D	
Sample, Completed Joint Detailed Descriptive List (form)	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	

Rule - 30.0

Appendix - 30.0E

Court-Specific Rules
Concerning Detailed
Descriptive Lists

Title - IV **Chapter Title - Partition of Community Property**

Chapter - 30

Rule - 30.1

Appendix - 30.1

Court-Specific Rules
Concerning Appointed
Special Masters and
Experts

Title - IV **Chapter Title - Partition of Community Property**

Chapter - 30

Rule - 30.2

Appendix - 30.2

Court-Specific Rules
Concerning Partition of
Community Property

Title - IV **Chapter Title - Other Rules**

Chapter - 31

Rule - 31.0

Appendix - 31.0

Court-Specific Rules
Concerning Use of
Electronic and Recording
Devices

Title - IV **Chapter Title - Other Rules**

Chapter - 31

Rule - 31.1

Appendix - 31.1

Court-Specific Rules
Concerning Oral
Arguments

<p>Title - IV</p> <p>Chapter - 31</p> <p>Rule - 31.2</p> <p>Appendix - 31.2</p> <p>Court-Specific Rules Concerning Enrollment and Withdrawal of Counsel</p>	<p>Chapter Title - Other Rules</p>
<p>Title - IV</p> <p>Chapter - 31</p> <p>Rule - 31.3</p> <p>Appendix - 31.3</p> <p>Court-Specific Rules Concerning Collaborative Divorce Procedures</p>	<p>Chapter Title - Other Rules</p>
<p>Title - IV</p> <p>Chapter - 32</p> <p>Rule - 32.0</p> <p>Appendix - 32.0A</p> <p>Courts Authorizing and Directing Court- Appointed Hearing Officers, Commissioners, and/or Magistrates Pursuant To La. R.S. 46:236.5</p>	<p>Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings</p> <p>http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_32.0A.pdf</p>
<p>Title - IV</p> <p>Chapter - 32</p> <p>Rule - 32.0</p> <p>Appendix - 32.0B</p> <p>Court-Specific Rules on Hearing Officers and Domestic Commissioners</p>	<p>Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings</p> <p>A. Pursuant to LSA-R.S. 46:236.5 this Court hereby implements an expedited process for the establishment, modification, and enforcement of support obligations by authorizing and directing a Hearing Officer, appointed by the Court, to hear support and support related matter, including contested and uncontested paternity cases, and to hire and employ any and all such other personnel deemed necessary to implement this procedure, all of whom shall serve at the pleasure of the Court. The Judge, at his option, may implement the expedient process by conducting the trial without a hearing officer.</p> <p>B. Such Hearing Officer shall be an attorney who has been in good standing with any state bar association for not less than five years and has experience in cases involving child support services. Such Hearing Officer(s) shall have authority to perform, and shall perform any and all duties assigned by the Judge which are consistent with LSA-R.S. 46:236.5 as it presently exists or as it may be, from</p>

time to time, supplemented or amended in the future.

C. The Court shall hold a contradictory hearing on a matter that has been the subject of a Hearing Officer's hearing upon the filing of a motion by either party. Such motion shall be filed with the Clerk of Court within three (3) days from the date of the hearing. If no request for a hearing before a Judge is filed, an order shall be signed by the Judge which shall be a final judgment and be appealable to the appropriate Court of Appeal. The contradictory hearing shall be held before the judge who shall accept, reject or modify in whole or in part the findings of the Hearing Officer. If the Judge determines that additional information is needed, he may receive the evidence at the hearing or remand the proceeding to the Hearing Officer.

D. The Court shall fix the salary, or salaries, of the Hearing Officer(s) and any such other personnel hired and employed to implement this procedure.

E. In all Title IV-D (Social Security Act) cases presently pending and arising in the future, each support payment, including existing arrearages and future arrearages as well as ongoing support payments, is hereby increased by five (5%) percent beginning September 1, 1992. On or after September 1, all such obligors or payors shall make any and all such payments for support, including the additional five (5%) percent amount. Such payments shall be made only by money order or certified check made payable to State of Louisiana, Department of Social Services, P.O. Box 260222, Baton Rouge, Louisiana 70826.

F. In all pleadings for child support, increases or decreases thereof, each party shall file a verified income statement as required by statute showing gross income and adjusted gross income, together with documentation of current and past earnings. The documentation shall include a copy of each party's most recent federal tax return. The verified income statements should be filed at least five (5) days prior to the time of the rule or trial. A copy of the statement and documentation shall be provided to the other party.

G. Each party to hearings for child support should prepare the work sheet required by statute and should provide the adverse party or counsel with a copy thereof. Each party should be prepared to exchange work sheets prior to the case being called for hearing.

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****Chapter - 34****Rule - 34.0****Appendix - 34.0**

Court-Specific Rules
Concerning Hearing
Officer Procedures for
Domestic Violence

Title - IV	Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders
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Chapter - 34

Rule - 34.2

Appendix - 34.2

Court-Specific Rules
Concerning Objections to
Rulings of Hearing
Officer or Domestic
Commissioner; Time for
Filing

Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
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Chapter - 35

Rule - 35.1

Appendix - 35.1

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

Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
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Chapter - 35

Rule - 35.4	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_35.4.pdf
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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

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 - 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
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Chapter - 60

Rule - 60.2	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.2.PDF
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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	

