

# **RULES FOR LOUISIANA DISTRICT COURTS**

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

### **Ninth Judicial District Court**

#### **Parish of Rapides**

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#### **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.

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

**Chapter - 3** ASSIGNMENT OF THE COURT

#### **Rule - 3.1**

#### **Appendix - 3.1**

Divisions or Sections of  
Court

Amended Effective  
January 1, 2008;  
amended effective  
January 1, 2012;  
amended effective April  
17, 2013; amended  
effective January 1,  
2016; amended effective  
April 1, 2016; amended  
effective September 1,  
2017; amended effective  
January 1, 2018;  
amended effective June  
1, 2022.

The Ninth Judicial District Court is comprised of seven divisions designated by the letters A, B, C, D, E, F and G, pursuant to LSA R.S. 13:587.1. Effective, January 1, 2018, the Court shall consist of three sections: (a) civil, (b) criminal and (c) juvenile. Sections shall be divided as follows: 3 civil divisions, 3 criminal divisions and 1 juvenile division. Each judge shall be assigned to a section of the court. All judges retain general jurisdiction. All assignments shall be done on the basis of seniority as a district judge in the Ninth Judicial District Court. Assignments will be done by a separate order of the Court. If two or more judges are elected or appointed at the same time, the Louisiana State Bar Association bar roll number will be utilized to determine seniority, with the lowest number being the most senior. Assignments shall be made every two years, running from the effective date of the last assignment. Two judges may agree by written order to exchange assignments at any time.

In cases that are authorized by the judge to whom it is allotted, any order may be signed by any judge of the district court. Any judge of the court may preside over any case/docket/allotted matter of another judge, if that judge is unavailable to preside or is absent.

Any judge of the court may accept a plea in any felony or misdemeanor case though not allotted to the division of the judge accepting the plea. However, the case will remain with the division of the judge to which it was allotted no matter which judge accepted the plea.

#### **DRUG COURT**

Pursuant to R.S. 13:5301, et seq, the Court will designate by a separate order of the Court for a two year term a division of the Court as the Drug Court Division. At the end of the term of a Drug Court Judge, the successor shall be selected by the judges of the Ninth Judicial District Court six months prior to the beginning of the new term, which priority to be given to the senior judge(s).

#### **JUVENILE AND COMMITMENTS**

All juvenile cases shall be assigned to the juvenile section as set forth in Rule 41. All juvenile matters will be scheduled at a time and place designated by the judge.

All commitments shall be heard by the presiding judge assigned to the juvenile section. Commitments

will be heard at the Rapides Parish Courthouse.

#### HEARING OFFICER

Pursuant to R.S. 46:236.5, the Court hereby implements an expedited process for the establishment, modification and enforcement of support obligations by authorizing and directing the judges to hire Hearing Officer(s) to hear support related matters, and to hire and employ any and all such other personnel deemed necessary to implement and maintain this procedure, all of whom shall serve at the pleasure of the Court. The Hearing Officer(s) shall be prohibited from appearing or practicing before the Ninth Judicial District Court. The Court, by majority vote, shall fix the salary of the Hearing Officer(s) and any such other personnel hired or employed to implement and maintain this procedure.

#### SESSIONS OF THE COURT

The court will open at 9:30 a.m., on each weekday except legal holidays, unless otherwise specifically ordered. The court may recess from Noon until 1:30 p.m., unless otherwise ordered by the presiding judge.

Motion Hour will be held in Courtroom #1 or #2 on the sixth floor of the Rapides Parish Courthouse on Tuesday through Friday of each week, except legal holidays, unless otherwise specifically ordered.

When appearing at Motion Hour for confirmation of default or taking up of uncontested matters, the attorneys shall furnish the minute clerk, a written list of the name and address of each witness who are to testify. Upon failure to do so, attorneys may not be permitted to proceed.

No evidence in an uncontested matter or confirmation of default will be received until proof that all costs due the Clerk of Court have been paid, except in forma pauperis cases.

The party requesting the recordation of testimony in a motion, rule or trial shall be responsible for the payment of the appropriate recording fee.

#### MODIFICATION OF COURT RULES

A local court rule shall not be adopted, modified or deleted except by a two-thirds (2/3) vote of all judges serving on the Ninth Judicial District Court. No court rule shall be adopted, modified or deleted unless all judges are present to discuss and vote on the proposal. If a judge is absent, he/she must be given at least one (1) week notice that such a proposal has been made in order that he/she may express his/her views on the proposed change. The absent judge may submit his/her vote by proxy or in writing.

#### WEAPONS IN THE COURTHOUSE

Any law enforcement officer who is a party in any civil proceeding or who accompanies any person who is a party in a civil case or victim in a criminal case is prohibited from possessing a weapon in the courthouse or any courtroom.

The officer's weapon shall be secured with courthouse security at the Murray Street entrance of the courthouse and shall be returned to the officer at the termination of court proceedings.

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#### Title - I

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

#### Chapter - 3

A judge of the Court will be assigned each week as Duty Judge, beginning on Monday and ending on Friday. Judges are authorized to exchange periods of assignments as the duty judge, or a duty judge may designate another judge of the Court to substitute as the duty judge providing that judge consents to the designation. The duty judge shall be available each court day 8:30 a.m. to Noon and 1:00 p.m. to 4:30 p.m.

#### Rule - 3.2

#### Appendix - 3.2

#### Duty Judges

#### REQUEST FOR EXTENSION OF TIME

Amended effective  
January 1, 2018.

Motions for extension of time may be presented to the duty judge. Any motion for an extension of time shall contain a statement as to whether this motion is for the first, second or subsequent extensions requested.

## CONTINUANCES

The duty judge shall not sign an opposed Motion for Continuance assigned to another judge of the Court. The judge or their staff shall always be contacted if at all possible. A continuance shall not be signed by the duty judge unless authorized by the judge of the division in which the case is pending.

## WITHDRAWAL AS COUNSEL OF RECORD

All motions to withdraw as counsel of record must be presented to the judge of the division in which the case is pending.

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<b>Title - I</b>	<b>Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules</b>
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<b>Chapter - 3</b>	Any judge of the Ninth Judicial District Court may electronically sign court orders, notices, official court documents, judgments and other writings, whether civil or criminal, if the electronic signature consists of a computer data complication of any symbol or series of symbols executed, adopted or authorized by the judge to be the legally binding equivalent of the judge's handwritten signature.
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<b>Rule - 3.4</b>	
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<b>Appendix - 3.4</b>	
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Court-Specific Rules  
Concerning Judges' Use  
of Electronic Signatures

Amended effective  
January 1, 2018.

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<b>Title - I</b>	<b>Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules</b>
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<b>Chapter - 3</b>	Pursuant to La. C.Cr.P. arts. 522 and 551, a defendant's appearance in this Court for the 230.1 hearing and the initial setting of bail may be accomplished by simultaneous transmission through audio-visual electronic equipment. The adoption of this local rule shall provide for a law enforcement officer having custody of an arrested person to fulfill the obligation imposed by La. C.Cr.P. art. 230.1(A) through presentation of the arrested person via simultaneous transmission by utilizing audio-visual electronic equipment.
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<b>Rule - 3.5</b>	
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<b>Appendix - 3.5</b>	
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Court-Specific Rules  
Concerning  
Simultaneous  
Appearance by a Party or  
Witness by Audio-Visual  
Transmission

Effective January 1,  
2016; amended effective  
January 1, 2018.

A defendant's appearance at the following proceedings, may, at the discretion of the presiding judge, be made by simultaneous transmission through audio-visual electronic equipment:

1. Seventy-two hour hearing (included above)
  2. Initial setting of bond (included above)
  3. Any Pre-trial motion
  4. Any hearing on Pre-trial motion
  5. Arraignment
  6. Any post-conviction proceeding and
  7. Any other proceeding where specifically allowed by the Louisiana Code of Criminal Procedure relative to simultaneous Audio-Visual Transmission.
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<b>Title - I</b>	<b>Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules</b>
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<b>Chapter - 3</b>	
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## **Rule - 3.6**

### **Appendix - 3.6**

Court-Specific Rules  
Concerning Recording of  
Protected Persons  
Pursuant to La. R.S.  
15:440.2

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<b>Title - I</b>	<b>Chapter Title - Court Personnel</b>
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<b>Chapter - 4</b>	Hope LaFleur <a href="http://www.9thjdc.org">www.9thjdc.org</a>
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<b>Rule - 4.1</b>	Court Administrator 9th Judicial District Court Post Office Drawer 1431
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<b>Appendix - 4.1</b>	Alexandria, LA 71309 Telephone: (318) 443-6893 Facsimile: (318) 484-2704 E-Mail: <a href="mailto:hlaflleur@9thjdc.com">hlaflleur@9thjdc.com</a>
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Judicial Administrators  
and Clerks of Court

Amended effective  
January 1, 2012;  
amended effective  
January 1, 2018.

Hon. Robin L. Hooter <a href="http://www.rapidesclerk.org">www.rapidesclerk.org</a> Clerk of Court Parish of Rapides Post Office Drawer 952 Alexandria, LA 71309-0952 Telephone: (318) 473-8153 Facsimile: (318) 473-4667 E-Mail: <a href="mailto:rhooter@rapidesclerk.org">rhooter@rapidesclerk.org</a>
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<b>Title - I</b>	<b>Chapter Title - Courtroom Use, Accessibility and Security</b>
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<b>Chapter - 5</b>
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<b>Rule - 5.1</b>	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF</a>
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<b>Appendix - 5.1A</b>
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Americans with  
Disabilities Form

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<b>Title - I</b>	<b>Chapter Title - Courtroom Use, Accessibility and Security</b>
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<b>Chapter - 5</b>
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<b>Rule - 5.1</b>	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1B.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1B.PDF</a>
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<b>Appendix - 5.1B</b>
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Request for Interpreter  
and Order

<b>Title - I</b>	<b>Chapter Title - Courtroom Use, Accessibility and Security</b>
<b>Chapter - 5</b>	
<b>Rule - 5.1</b>	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1C.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1C.PDF</a>
<b>Appendix - 5.1C</b>	
Interpreter's Oath	
<b>Title - I</b>	<b>Chapter Title - Indigents and In Forma Pauperis</b>
<b>Chapter - 8</b>	
<b>Rule - 8.0</b>	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX8.0.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX8.0.PDF</a>
<b>Appendix - 8.0</b>	
In Forma Pauperis Affidavit	
<b>Title - II</b>	<b>Chapter Title - Procedure</b>
<b>Chapter - 9</b>	The Clerk of Court, with the advice of the Ninth Judicial District Court, shall devise an arbitrary method for the assignment of cases to assure that the civil case load is equally divided among the sections of the civil division and that judge or forum selection by litigants is prevented. All civil cases are randomly allotted at the time of filing to one of the sections of the civil division.
<b>Rule - 9.3</b>	
<b>Appendix - 9.3</b>	
Allotments: Signing of Pleadings in Allotted and Non-Allotted Cases	For this purpose, the Clerk of Court shall utilize either an electronic or mechanical apparatus approved by Ninth Judicial District Court which will contain an equal number of random chances for each section of the civil division. As each new petition is filed, the case shall be immediately allotted at random, utilizing the approved method, until all have been exhausted, at which time the electronic apparatus shall reprogram with equal random chances for each section of the civil division, or the mechanical apparatus shall be designed in such a manner that the assignment to the sections will be solely by chance. The section to which each case is allotted will be inscribed immediately upon the petition and the copy that is to be served. After a civil case has been allotted, it will remain in the section to which it has been allotted unless it is transferred or consolidated with another case in accordance with the law. All subsequent filings and correspondence shall bear the suit number and section designated.
Amended effective June 1, 2011; amended effective January 1, 2018.	The judges assigned to the criminal and juvenile sections of the Court are excluded from the random allotment of civil cases.
	<b>RECUSALS</b>
	When a civil judge is recused, the Clerk of Court shall re-allot the case to another judge in the civil division.
<b>Title - II</b>	<b>Chapter Title - Procedure</b>
<b>Chapter - 9</b>	<b>CIVIL AND DOMESTIC CASEFLOW MANAGEMENT PROCEDURES</b>
<b>Rule - 9.4</b>	All civil and domestic petitions must include a Civil Cover Sheet or Domestic Cover Sheet which shall

#### **Appendix - 9.4**

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

Effective date: April 15,  
2010; amended effective  
January 1, 2018.

be filed with the Clerk of Court. This cover sheet must be placed on top of the petition or motion so it is easily identifiable by all persons handling such paperwork. If the answering party/defendant disagrees with the case classification, he/she should request a telephone conference with the presiding judge of the section to which the case has been allotted.

All pleadings in allotted cases that require an order prior to rendition of judgment must be presented to the presiding judge of the division to which the case has been allotted. All pleadings requiring the signature of a judge in cases which have not been allotted to a division, or pleadings in allotted cases after rendition of judgment, shall be filed in the with Clerk of Court and left there to be signed by the duty judge.

All pleadings in allotted cases that require an order prior to rendition of judgment must be presented to the presiding judge of the division to which the case has been allotted.

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#### **Title - II**

#### **Chapter Title - Procedure**

#### **Chapter - 9**

#### **Rule - 9.6**

[http://www.lasc.org/rules/supreme/Louisiana\\_Civil\\_Case\\_Reporting\\_Form.pdf](http://www.lasc.org/rules/supreme/Louisiana_Civil_Case_Reporting_Form.pdf)

#### **Appendix - 9.6**

Louisiana Civil Case  
Reporting

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#### **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

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#### **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

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#### **Title - II**

#### **Chapter Title - Procedure**

#### **Chapter - 9**

When a civil case which has had a trial date set, is settled or otherwise disposed of, counsel for either

## Rule - 9.14

### Appendix - 9.14

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

Amended effective February 15, 2005; Revised effective Nov. 16, 2005; Amended effective March 14, 2007; Amended effective May 1, 2015; amended effective January 1, 2018; amended effective August 1, 2018; amended effective March 1, 2020; amended effective November 19, 2021.

plaintiff(s) and/or defendant(s) shall immediately inform the presiding judge to which the case has been allotted, and all persons subpoenaed as witnesses.

### MOTIONS AND RULES

To set a motion, rule or exception or contradictory matter for hearing, the attorney or self-represented litigant shall make a written request to the Clerk of Court. The Clerk of Court will place the matter on the docket as is ordered by the presiding judge. The party requesting the setting shall be responsible for notifying any opposing counsel and/or any self-represented litigant(s) of the date fixed for the hearing.

All counsel or self-represented litigants filing motions and/or exceptions shall attach to the motion or exception a memorandum setting forth the facts and law applicable thereto and a copy of the memorandum is to be sent to all opposing counsel and/or self-represented litigants. Any party failing to file and distribute the required memorandum shall subject himself/herself to the assessment of costs and/or disciplined by the Court.

### ASSIGNMENT OF CASES FOR TRIAL

Assignment of civil cases for trial on the merits shall be made only on written motion to the presiding judge in which the case has been allotted or transferred. Any objection to the motion to set for trial must be filed within ten (10) days. The motion shall certify that all exceptions, motions, discovery and other preliminary matters have been disposed of and shall be served on all opposing counsel and/or self-represented litigants.

Any party desiring to a trial date must state whether or not a pre-trial conference would be helpful toward a prompt disposition of the case. The court may waive or order a pre-trial conference.

Original briefs shall be filed with the Clerk of Court and a copy shall be delivered to the presiding judge.

### COMMUNICATION WITH JURORS

No person shall contact any prospective juror, or a member of a prospective juror's immediate family, for the purpose of obtaining information concerning the background of any prospective juror.

After trial or following a verdict, no juror has any obligation to speak to any person about any case and may refuse all interviews or comments. No person may make repeated requests for interviews or questions after a juror has expressed his/her desire not to be interviewed.

No juror or alternate juror who consents to be interviewed may disclose any information with respect to the following:

- (1) The specific vote of any juror other than the juror being interviewed;
- (2) The deliberations of the jury;
- (3) For the purposes of obtaining evidence of improprieties in the jury's deliberation.

Any violation of this rule may be punishable as contempt of court.

### CONTINUANCES

A. The court may grant a continuance of a trial or hearing for good grounds. Among the factors the court will consider are the diligence and good faith of the moving party, the reasonableness of the grounds, the fairness to both parties and other litigants before the court, and the need for the orderly and prompt administration of justice.

B. The court will grant a continuance in any case where the law so requires.

C. If the court grants a continuance, each party is responsible for contacting its own witnesses.

### DEPOSIT FOR JURY COSTS

In a civil case, the court shall fix an amount to cover the costs related to the jury, clerk of court, and sheriff. The court may not require that the bond be filed or the costs paid more than 180 days before trial. The failure to pay these costs timely will constitute a waiver of trial by jury.

### CIVIL AND CRIMINAL JURY POOLS

A. Pursuant to La.C.Cr.P Article 409.3, there is hereby created a central jury pool for criminal and civil

cases.

B. The jury pools shall consist of persons randomly selected from the general jury venire by the Rapides Parish Jury Commission comprised from various sources, including but not limited to: registered voters in Rapides Parish, Louisiana; the list of persons over the age of eighteen (18) who have been issued a driver's license in Rapides Parish, Louisiana; the list of persons identified as property owners through the Tax Assessor's Office, Rapides Parish, Louisiana; and/or persons listed with the utilities office through the City of Alexandria and customers of Central Louisiana Electric Company (CLECO) in Rapides Parish who are over the age of eighteen (18).

C. A person serving on a jury shall serve until discharged. Upon completion of service on a trial, the juror shall return to his/her respective central jury pool, unless otherwise instructed. Jurors excused by challenge in either civil or criminal court shall also return to their respective central jury pool.

D. The members of the central jury pool selected for service in criminal matters shall report to the designated criminal courtroom on the day and at the hour reflected on the subpoena.

E. The members of the central jury pool selected for service in civil matters shall report to the designated civil courtroom on the day and at the hour reflected on the subpoena.

F. The judges presiding over jury trials in that week shall mutually agree as to who will conduct the hearing to determine juror qualifications, excuses, exemptions and re-assignments to their respective jury pool, pursuant to the law and Court rules, and issue such orders as may be required to carry out jury selection and management process.

G. Jurors selected to serve in a central jury pool may serve as jurors in either civil or criminal matters, or both.

H. The sheriff shall serve juror notices by mailing the said notices in the United States Post Office, addressed to such juror at his/her usual residence or business address.

I. The initial cost of convening the Jury Commission for a given month will be apportioned one-half (1/2) to the criminal and one-half (1/2) to civil. These civil costs will then be apportioned equally among all cases in which civil jury trials are scheduled for the month in which the civil jury pools are selected to serve and shall be taxed as costs. The costs of service of the civil jurors shall also be taxed as costs and apportioned equally among all cases scheduled for trial during the week for which the costs are incurred. The fees due jurors for appearance shall be taxed as costs and apportioned equally among those cases which proceed to trial on the dates the civil jury pool reports. After jury selection, jury fees will be taxed as costs to the cases on which they serve. In the event no case proceeds to trial by jury in any week in which an appearance is made by jurors, the costs and fees due such jurors shall be apportioned equally among all cases that were still scheduled for trial as of 4:00 pm on the day preceding the appearance of the jurors. In all instances jury costs are to be advanced by the party requesting the jury.

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**Title - III**

**Chapter Title - Allotment of Cases**

**Chapter - 14**

**ALLOTMENT OF CASES**

**Rule - 14.0**

**FELONIES:**

**Appendix - 14.0A**

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

The Clerk of Court, with the advice of the Ninth Judicial District Court, shall devise an arbitrary method for the assignment of cases to assure that the criminal case load is equally divided among the divisions in the criminal section and that the selection does not vest the district attorney with the power to choose the judge to whom a particular case is assigned. For this purpose, the Clerk of Court shall utilize either an electronic or mechanical apparatus approved by Ninth Judicial District Court which will contain an equal number of random chances for each division of the criminal section of the Court.

At the time of the first filing in a felony matter not previously allotted, the arrest shall be immediately allotted at random, utilizing the approved method by use of a computer properly programmed to randomly assign cases to a division in the criminal court section, which computer program shall follow the felony-following-felony rule established by the Louisiana Supreme Court, until all have been exhausted, at which time the electronic apparatus shall reprogram with equal random chances for each

Effective date: October 1, 2010; amended effective January 1,



division of the criminal section, or the mechanical apparatus shall be designed in such a manner that the assignment to the divisions will be solely by chance.

The random allotment procedure set forth in this rule shall be used to allot all adult criminal cases. All juvenile criminal cases shall be assigned to the juvenile section as set forth in Rule 41.

After a criminal case has been allotted, it will remain in the division to which it has been allotted unless it is transferred or consolidated with another case in accordance with the law.

The divisions assigned to the civil and juvenile sections of the court are excluded from the random allotment of criminal cases.

After the defendant is booked, the pre-trial bond will be set by the judge assigned to the La. C.Cr.P. Art. 230.1 hearings for that particular week. After the allotment and bond setting, all future matters, including but not limited to release on a personal recognizance bond, increase/reduction of bond and pre-trial motions, will be assigned to the judge allotted the case.

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

- (1) The statute of limitations runs;
- (2) A change of booking is made, reducing the case to a misdemeanor;
- (3) A bill of information or indictment is filed or amended, reducing the case to a misdemeanor; or,
- (4) The District Attorney's Office enters a nolle prosequi in a case.

#### MISDEMEANORS, WILDLIFE OFFENSES AND APPEALS

Misdemeanor, wildlife offenses and appeals from courts of limited jurisdiction are not allotted. The method of randomly allotting is described in Appendix 14.0B.

#### MULTIPLE CASES

When a defendant has a pending criminal charge or is on probation and the defendant is charged with one or more additional crimes, then such new case or cases shall be assigned to the division of original assignment.

#### MULTIPLE DEFENDANTS

Where there are multiple defendants in the same case, all defendants are assigned to the division where the defendant has the lowest PIN number, unless one of the subsequently booked defendants has a case pending, or is on probation. In this circumstance, the case is reassigned according to the Multiple Cases paragraph.

#### RECUSALS

When a criminal judge is recused, the clerk of court shall re-allot the case to another judge in the criminal section.

#### RE-FILED BILLS

Any true bills and/or bills of information which are dismissed or quashed and subsequently re-filed shall be assigned to the division of original allotment. Re-filed bills shall be so designated by the State.

## **Rule - 14.0**

### **Appendix - 14.0B**

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

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### **Title - III**

#### **Chapter Title - Allotment of Cases**

### **Chapter - 14**

Multiple defendants and charges in all four classifications. The District Attorney shall assign or reassign subsequent cases to the division to which the first case or charge was allotted. (See Appendix 14.0A.)

### **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**

The court will open at 9:30 a.m., on each weekday except legal holidays, unless otherwise specifically ordered. The court may recess from Noon until 1:30 p.m., unless otherwise ordered by the presiding judge.

### **Rule - 15.0**

### **Appendix - 15.0**

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

All pleadings shall be filed with the Clerk of Court. The clerk of court shall deliver to the assigned judge all filings which have an attached order or judgment that needs to be signed. After acting on the requested relief, the judge shall return the original filing to the clerk of court.

The judge assigned to each criminal section of the Court shall sign all orders and judgments in cases assigned to that section, except that in his/her absence, the judge shall make arrangements for another judge to sign his/her orders.

Revised effective Nov.  
16, 2005; amended  
effective January 1,  
2016; amended effective  
January 1, 2018.

#### **Motions, Hearings, Pre-Trials and Trials**

All motions, hearings, pre-trial conferences and trials shall be set by the district attorney's office on oral motion in open court or on written motion based on the available dates according to the calendar for the judge to which the case has been allotted.

At arraignment, all felony cases are assigned a date for a pre-trial conference. At arraignment, all misdemeanor cases may be either assigned a date for a pre-trial conference and/or a trial setting.

At the felony pretrial conference, the judge, prosecutor and defense attorney will discuss a plea agreement, unresolved motions, unresolved discovery and such matters as may aid in the prompt and fair disposition of the charges.

At the felony pre-trial conference, the district attorney shall provide to the defendant or defendant's counsel a pre-trial memorandum with a plea offer, and may provide a copy of the case file(s) with a joint stipulation agreeing to informal, open-file discovery. If the defendant rejects the offer, the defendant's counsel or defendant are then required to file motions within the delays provided by La. C.Cr.P. art. 521.

At the felony pre-trial conference, if the defendant accepts the pretrial offer, he/she will enter his/her plea of guilty and may be sentenced. If the defendant is not sentenced on the pre-trial date, a sentencing date will be scheduled for such. If the offer is rejected, the defendant will be set for trial on an available date according to the calendar for the judge to which the case has been allotted. If the defendant fails to appear at the pretrial conference, a bench warrant may be issue for his/her arrest.

When the Court informs the clerk of court that it will not accept a plea bargain proposed, the clerk shall

note that in the record. All counsel in the case shall advise any other judge considering the same plea bargain of the rejection.

During the pretrial conference, the judge will advise the attorneys which plea offers the judge will approve and the defense attorney will communicate the plea offer to the defendant. If the defendant does not plead guilty on Monday, the defense attorney and defendant shall certify in writing to the Court that the defense attorney has advised the defendant of the plea offer and of the rule that after Monday before trial, the Court will not consider a plea agreement, except for good cause.

The judges in the criminal section of the court will back each other up if any cases are not resolved on the weekly docket.

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<b>Title - III</b>	<b>Chapter Title - Assignment of Cases and Preliminary Motions</b>
<b>Chapter - 15</b>	The court advises at the La. C.Cr.P. art. 230.1 hearing or at arraignment or answer hearing if no prior hearing has been held.
<b>Rule - 15.1</b>	
<b>Appendix - 15.1</b>	
Appointment of Counsel	
Revised effective Nov. 16, 2005; amended effective January 1, 2018.	

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<b>Title - III</b>	<b>Chapter Title - Assignment of Cases and Preliminary Motions</b>
<b>Chapter - 15</b>	Service of process on the District Attorney may be made by mail, hand-delivery, or depositing service into the district attorney box located in the Office of the Clerk of Court.
<b>Rule - 15.2</b>	
<b>Appendix - 15.2</b>	
Alternative Method of Service on District Attorney	
Amended effective January 1, 2018.	

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<b>Title - III</b>	<b>Chapter Title - Arraignment and Pleas</b>
<b>Chapter - 18</b>	
<b>Rule - 18.0</b>	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX18.0.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX18.0.PDF</a>
<b>Appendix - 18.0</b>	
Waiver of Formal Arraignment and Pleas	

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<b>Title - III</b>	<b>Chapter Title - Simultaneous Peremptory Challenges</b>
<b>Chapter - 19</b>	Simultaneous peremptory challenges are allowed.

**Rule - 19.0****Appendix - 19.0**

Simultaneous  
Peremptory Challenges

Revised effective Nov.  
16, 2005; amended  
effective January 1,  
2018.

Prior to the voir dire examination of jurors, the presiding judge in a criminal case shall inform the attorneys for the parties or each party in a case where a party chooses to represent himself; whether the jurors will be tendered alternatively for challenges as provided by La. C.Cr.P. article 788 or challenged simultaneously in writing. The judge shall require the State and the defendant to complete a form which identifies, as to each panel, each juror by name and number and indicates whether each juror is accepted, peremptorily challenged and/or challenged for cause. The completed form shall be presented at side bar at the time jurors are tendered.

If a prospective juror is challenged under both a challenge for cause and a peremptory challenge, and the court grants the challenge for cause, the challenging party shall not be deemed to have expended a peremptory challenge.

If both the State and the defendant exercise a peremptory challenge as to a particular prospective juror, both sides shall be deemed to have expended a peremptory challenge.

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**Title - IV****Chapter Title - Application of Rules****Chapter - 22**

Family law matters are heard in Divisions B, C, F, and G.

**Rule - 22.0****Appendix - 22.0**

Courts That Have  
Created Specialized  
Divisions or Sections of  
Court That Handle  
Family Law Proceedings

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**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](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

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**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](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0B.pdf)

**Appendix - 23.0B**

Family Law Affidavit

(form)

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<b>Title - IV</b>	<b>Chapter Title - Notice and Exchange of Information</b>
<b>Chapter - 23</b>	
<b>Rule - 23.0</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0C.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0C.pdf</a>
<b>Appendix - 23.0C</b>	
Hearing Information Order (form)	

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<b>Title - IV</b>	<b>Chapter Title - Notice and Exchange of Information</b>
<b>Chapter - 23</b>	
<b>Rule - 23.0</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0D.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0D.pdf</a>
<b>Appendix - 23.0D</b>	
Hearing Officer Conference and Information Order (form)	

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<b>Title - IV</b>	<b>Chapter Title - Notice and Exchange of Information</b>
<b>Chapter - 23</b>	
<b>Rule - 23.0</b>	
<b>Appendix - 23.0E</b>	
Courts That Require Use of a Specific Hearing Information Order or Hearing Officer Conference and Information Order	

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<b>Title - IV</b>	<b>Chapter Title - Notice and Exchange of Information</b>
<b>Chapter - 23</b>	
<b>Rule - 23.0</b>	
<b>Appendix - 23.0F</b>	
Court-Specific Rules Concerning Arrearages	

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<b>Title - IV</b>	<b>Chapter Title - Notice and Exchange of Information</b>
<b>Chapter - 23</b>	

**Rule - 23.1**

**Appendix - 23.1**

Court-Specific Rules  
Concerning Pre-Trial  
Orders in Non-  
Community Property  
Cases

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**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

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**Title - IV**                      **Chapter Title - Procedure**

**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**

**Chapter - 24**

**Rule - 24.2**

**Appendix - 24.2**

Court-Specific Rules  
Concerning Allotment of  
Cases

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.3**

**Appendix - 24.3**

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.4**

**Appendix - 24.4**

Court-Specific Rules  
Concerning Appointment  
of Attorneys To  
Represent Absentee  
Defendants

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**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

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**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

In a case where an attorney is appointed to represent an absent defendant, he may not file an answer before the expiration of fifteen days from the date of service is made upon him by the Sheriff or acceptance of service, except in cases where the appointed attorney has communicated with, and has had a reply from, the defendant. .

Counsel for the plaintiff shall not prepare an answer for the defendant or assist or advise in its preparation.

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.7**

**Appendix - 24.7A**

Court-Specific Rules  
Concerning Scheduling

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Title - IV	Chapter Title - Procedure
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Chapter - 24
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Rule - 24.7
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Appendix - 24.7B
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Court-Specific Rules Concerning Order of Business
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Title - IV	Chapter Title - Procedure
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Chapter - 24
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Rule - 24.8
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Appendix - 24.8A
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Court-Specific Rules Concerning Continuances in Family Law Proceedings
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Title - IV	Chapter Title - Procedure
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Chapter - 24
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Rule - 24.8	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8B.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8B.pdf</a>
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Appendix - 24.8B
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Uncontested Motion To Continue (form)
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Title - IV	Chapter Title - Procedure
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Chapter - 24
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Rule - 24.8	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8C.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8C.pdf</a>
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Appendix - 24.8C
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Contested Motion To Continue (form)
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Title - IV	Chapter Title - Procedure
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Chapter - 24
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Rule - 24.9
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Title - IV	Chapter Title - Procedure
<b>Chapter - 24</b>	CIVIL AND DOMESTIC CASEFLOW MANAGEMENT PROCEDURES
<b>Rule - 24.10</b>	All civil and domestic petitions must include a Civil Cover Sheet or Domestic Cover Sheet which shall be filed with the Clerk of Court. This cover sheet must be placed on top of the petition or motion so it is easily identifiable by all persons handling such paperwork. If the answering party/defendant disagrees with the case classification, he/she should request a telephone conference with the presiding judge of the section to which the case has been allotted.
<b>Appendix - 24.10</b>	All pleadings in allotted cases that require an order prior to rendition of judgment must be presented to the presiding judge of the division to which the case has been allotted. All pleadings requiring the signature of a judge in cases which have not been allotted to a division, or pleadings in allotted cases after rendition of judgment, shall be filed in the with Clerk of Court and left there to be signed by the duty judge.
Court-Specific Rules Concerning Setting of Pre-Trial Conferences	All pleadings in allotted cases that require an order prior to rendition of judgment must be presented to the presiding judge of the division to which the case has been allotted.
Adopted December 13, 2017, effective January 1, 2018.	<p data-bbox="431 863 889 890">DOMESTIC PRE-TRIAL PROCEDURES</p> <p data-bbox="365 921 1414 974">1. The Court may schedule a Pre-Trial Conference in all Summary Proceedings in any Family Law matter with the exception of the following classes of hearing:</p> <ul data-bbox="397 1010 1435 1188" style="list-style-type: none"><li data-bbox="397 1010 1133 1037">A. A request for the grant of a Divorce under Civil Code Article 102;</li><li data-bbox="365 1073 1435 1125">B. A request that the community regime be terminated, based upon the parties living separate and apart for 30 days under Civil Code Article Civil Code Article 2378(c); or,</li><li data-bbox="397 1161 927 1188">C. Any hearing which does not require testimony.</li></ul> <p data-bbox="365 1220 1451 1272">2. Unless no Pre-Trial Conference is required by Rule 1 above, any party filing a request for a hearing in a family law matter shall include the following language in the Order filed with the Court:</p> <p data-bbox="365 1304 1435 1356">The Court orders that a Pre-Trial Conference shall take place on the _____ day of _____, _____ at _____ o'clock. All parties and their attorneys shall appear at the Pre-Trial Conference.</p> <p data-bbox="365 1388 878 1415">3. The purposes of the Pre-Trial Conference are:</p> <ul data-bbox="365 1451 1446 1829" style="list-style-type: none"><li data-bbox="365 1451 1446 1503">A. To discuss a resolution of any or all of the issues between the parties, without the necessity of a hearing;</li><li data-bbox="365 1539 1446 1591">B. To resolve any Preliminary Motions or Exceptions which may dispose of the need for a hearing of the pending hearing;</li><li data-bbox="397 1627 1182 1654">C. To resolve any issues affecting preparation for the Trial of the hearing;</li><li data-bbox="365 1690 1390 1743">D. To discuss rescheduling the hearing to the earliest possible date which allows all parties to adequately prepare for the hearing; and,</li><li data-bbox="365 1778 1403 1829">E. To enter an Order or Judgment as to all matters which can amicably be resolved without the necessity of a hearing on the issues pleaded.</li></ul> <p data-bbox="365 1860 1198 1887">4. All parties and their attorneys (if any) must attend the Pre-Trial Conference.</p> <p data-bbox="365 1923 1073 1950">5. Each party shall prepare for the Pre-Trial conference as follows:</p> <ul data-bbox="397 1986 1464 2032" style="list-style-type: none"><li data-bbox="397 1986 1464 2032">A. Each party shall be prepared to identify and discuss the testimony of any witnesses they intend to use, if any;</li></ul>

B. Each party shall be prepared to identify and discuss any exhibits which they intend to use;

C. Each party shall be prepared to inform the Court of how much time will be required for the Trial itself;

D. If child custody or visitation is an issue, each party shall prepare a proposed custody plan for discussion.

E. If child support or spousal support are requested in the Rule, each party shall comply with Rule 6 below.

6. In support cases, the parties shall bring the following items to the Pre-Trial Conference:

A. If child support is an issue in the case, the parties shall each bring with them a proposed Guideline Worksheet for Child Support and Verified Income Statement, as provided by R.S. 9:315.2. All parties are advised that this statute requires that the following items be attached to the Income Statement:

a. If you are employed, documentation of your income, which can be either:

1. Your most recent pay stubs; or
2. A statement from your employer showing your rate of pay and average monthly income.

b. If you are self-employed, copies of the most recent and profit and loss statement from your business, or copies of your business receipts and expenses showing your net income.

c. Your most recent federal tax return.

d. Documentation of the cost of any Day Care, School Tuition and/or Health Insurance for the child or children.

e. Documentation of any other expense or income the party may wish the Court to consider including those in support of any proposed deviations from the child support guidelines or in support of non-voluntary unemployment or underemployment, or in support of excessive community debts the party will be paying.

B. If spousal support is to be an issue in the case, the parties shall each bring with them an Affidavit in which they list all of their monthly Income, deductions there from and net income, and also list all their actual or proposed monthly expenses.

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**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

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**Title - IV**

**Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.12**

**Appendix - 24.12**

Court-Specific Rules  
Concerning the Presence  
of Children in the  
Courtroom and/or  
Hearing Officer  
Conferences

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.13**

**Appendix - 24.13**

Court-Specific Rules  
Concerning Mental  
Health Evaluations in  
Family Law Proceedings

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**                      In all uncontested proceedings to establish paternity brought before the Court’s Hearing Officer(s), or before the Court directly, proof may be submitted by affidavit pursuant to LA-R.S. 9:572.

**Rule - 24.14**

**Appendix - 24.14**

Court-Specific Rules  
Concerning Proof of  
Uncontested Paternity by  
Affidavit Pursuant to La.  
R.S. 9:572

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**Title - IV**                      **Chapter Title - Judgments and Stipulations**

**Chapter - 25**

**Rule - 25.0**

**Appendix - 25.0**

Court-Specific Rules on  
Preparation and  
Submission of Judgments  
in Family Law  
Proceedings

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**Title - IV**                      **Chapter Title - Judgments and Stipulations**

**Chapter - 25**

**Rule - 25.1**

## **Appendix - 25.1**

Court-Specific Rules on  
Income Assignment  
Orders

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<b>Title - IV</b>	<b>Chapter Title - Domestic Violence Protective Orders</b>
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### **Chapter - 26**

<b>Rule - 26.0</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0A.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0A.pdf</a>
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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))

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<b>Title - IV</b>	<b>Chapter Title - Domestic Violence Protective Orders</b>
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### **Chapter - 26**

<b>Rule - 26.0</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0B.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0B.pdf</a>
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### **Appendix - 26.0B**

Louisiana Protective  
Order Registry Courtesy  
Forms Index:  
Instructions, Petitions,  
Supplemental Forms, etc.

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 102</b>
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### **Chapter - 27**

<b>Rule - 27.0</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.0A.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.0A.pdf</a>
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### **Appendix - 27.0A**

La. C.C. art. 102 Divorce  
Checklist (form)

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 102</b>
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### **Chapter - 27**

<b>Rule - 27.0</b>
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### **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

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 102</b>
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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

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 102</b>
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**Chapter - 27**

**Rule - 27.1** [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_27.1A.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1A.pdf)

**Appendix - 27.1A**

Waiver of Service and  
Citation of an Original  
Petition in a La. C.C. art.  
102 Divorce Proceeding  
(form)

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 102</b>
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**Chapter - 27**

**Rule - 27.1** [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_27.1B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1B.pdf)

**Appendix - 27.1B**

Waiver of Service and  
Citation of Rule To  
Show Cause in a La.  
C.C. art. 102 Divorce  
(form)

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 102</b>
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**Chapter - 27**

**Rule - 27.1**

**Appendix - 27.1C**

Courts That Require Use

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
<b>Chapter - 28</b>	Unless otherwise provided by law, defaults may not be confirmed except upon the testimony of the plaintiff and one witness, or affidavit as required by the Code of Civil Procedure and corroborating circumstances sufficient, in the opinion of the Court, to establish the allegations made.
<b>Rule - 28.0</b>	
<b>Appendix - 28.0</b>	
Court-Specific Rules Concerning Default Judgments	

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
<b>Chapter - 28</b>	
<b>Rule - 28.1</b>	
<b>Appendix - 28.1A</b>	
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)	

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

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

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
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<b>Chapter - 28</b>
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<b>Rule - 28.2</b>
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<b>Appendix - 28.2A</b>
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Courts That Require the  
Filing of a La. C.C.P. art.  
969(B) Divorce  
Checklist

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
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<b>Chapter - 28</b>
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<b>Rule - 28.2</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.2B.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.2B.pdf</a>
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<b>Appendix - 28.2B</b>
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La. C.C.P. art. 969(B)  
Divorce Checklist (form)

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
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<b>Chapter - 28</b>
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<b>Rule - 28.3</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.3A.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.3A.pdf</a>
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<b>Appendix - 28.3A</b>
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Acceptance of Waiver  
and Waiver of Service  
and Citation and Delays  
in a La. C.C. art. 103  
Divorce (form)

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<b>Title - IV</b>	<b>Chapter Title - Divorces Pursuant to La. Civ. Code Article 103</b>
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<b>Chapter - 28</b>
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<b>Rule - 28.3</b>
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<b>Appendix - 28.3B</b>
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Courts That Require a  
Specific Form for Waiver  
of Service and Citation in  
a La. C.C. art. 103  
Divorce

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<b>Title - IV</b>	<b>Chapter Title - Custody and Visitation Orders</b>
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<b>Chapter - 29</b>
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**Rule - 29.0** [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_29.0A.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0A.pdf)

**Appendix - 29.0A**

Application for Ex Parte  
Temporary Custody  
Order – Affidavit of  
Mover in Compliance  
with La. C.C.P. art. 3945  
(B) (form)

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

**Chapter - 29**

**Rule - 29.0** [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_29.0B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0B.pdf)

**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)

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

**Chapter - 29**

**Rule - 29.0**

**Appendix - 29.0C**

Court-Specific Rules  
Concerning Ex Parte  
Custody Orders

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

**Chapter - 29**

**Rule - 29.1**

**Appendix - 29.1**

Court-Specific Rules  
Concerning Temporary  
Custody Orders

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**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](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2A.pdf)



**Appendix - 29.2A**

Joint Custody Plan (With  
Domiciliary Parent)  
(form)

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**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](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2B.pdf)

**Appendix - 29.2B**

Joint Custody Plan  
(Without Domiciliary  
Parent) (form)

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

**Chapter - 29**

**Rule - 29.3**

**Appendix - 29.3**

Court-Specific Rules  
Concerning Parenting  
Classes

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

**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**

**Chapter - 29**

**Rule - 29.5**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_29.5.pdf](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)

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<b>Title - IV</b>	<b>Chapter Title - Custody and Visitation Orders</b>
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<b>Chapter - 29</b>
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<b>Rule - 29.6</b>
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<b>Appendix - 29.6</b>
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Court-Specific Rules Concerning Modification of an Existing Custody or Visitation Order
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<b>Title - IV</b>	<b>Chapter Title - Partition of Community Property</b>
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<b>Chapter - 30</b>
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<b>Rule - 30.0</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0A.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0A.pdf</a>
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<b>Appendix - 30.0A</b>
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Sworn Detailed Descriptive List (form)
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<b>Title - IV</b>	<b>Chapter Title - Partition of Community Property</b>
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<b>Chapter - 30</b>
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<b>Rule - 30.0</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0B.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0B.pdf</a>
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<b>Appendix - 30.0B</b>
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Sample, Completed Sworn Detailed Descriptive List (form)
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<b>Title - IV</b>	<b>Chapter Title - Partition of Community Property</b>
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<b>Chapter - 30</b>
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<b>Rule - 30.0</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0C.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0C.pdf</a>
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<b>Appendix - 30.0C</b>
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Joint Detailed Descriptive List (form)
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<b>Title - IV</b>	<b>Chapter Title - Partition of Community Property</b>
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<b>Chapter - 30</b>
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<b>Rule - 30.0</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0D.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0D.pdf</a>
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<b>Appendix - 30.0D</b>
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Sample, Completed Joint
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<b>Title - IV</b>	<b>Chapter Title - Partition of Community Property</b>
<b>Chapter - 30</b>	
<b>Rule - 30.0</b>	
<b>Appendix - 30.0E</b>	
Court-Specific Rules Concerning Detailed Descriptive Lists	

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<b>Title - IV</b>	<b>Chapter Title - Partition of Community Property</b>
<b>Chapter - 30</b>	
<b>Rule - 30.1</b>	
<b>Appendix - 30.1</b>	
Court-Specific Rules Concerning Appointed Special Masters and Experts	

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<b>Title - IV</b>	<b>Chapter Title - Partition of Community Property</b>
<b>Chapter - 30</b>	
<b>Rule - 30.2</b>	
<b>Appendix - 30.2</b>	
Court-Specific Rules Concerning Partition of Community Property	

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<b>Title - IV</b>	<b>Chapter Title - Other Rules</b>
<b>Chapter - 31</b>	
<b>Rule - 31.0</b>	
<b>Appendix - 31.0</b>	
Court-Specific Rules Concerning Use of Electronic and Recording Devices	

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<b>Title - IV</b>	<b>Chapter Title - Other Rules</b>
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<b>Chapter - 31</b>
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<b>Rule - 31.1</b>
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<b>Appendix - 31.1</b>
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Court-Specific Rules Concerning Oral Arguments
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<b>Title - IV</b>	<b>Chapter Title - Other Rules</b>
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<b>Chapter - 31</b>
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<b>Rule - 31.2</b>
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<b>Appendix - 31.2</b>
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Court-Specific Rules Concerning Enrollment and Withdrawal of Counsel
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<b>Title - IV</b>	<b>Chapter Title - Other Rules</b>
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<b>Chapter - 31</b>
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<b>Rule - 31.3</b>
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<b>Appendix - 31.3</b>
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Court-Specific Rules Concerning Collaborative Divorce Procedures
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<b>Title - IV</b>	<b>Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings</b>
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<b>Chapter - 32</b>
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<b>Rule - 32.0</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_32.0A.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_32.0A.pdf</a>
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<b>Appendix - 32.0A</b>
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Courts Authorizing and Directing Court- Appointed Hearing Officers, Commissioners, and/or Magistrates Pursuant To La. R.S. 46:236.5
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<b>Title - IV</b>	<b>Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings</b>
<b>Chapter - 32</b>	A. Pursuant to LSA–R.S. 46:236.5 and R.S. 46:2135(1) this Court hereby implements an expedited process for the establishment, modification and enforcement of support obligations by authorizing and directing one or more Hearing Officers, appointed by majority vote of the entire Court, to hear support and support-related matters, and to hear and initial rule to show cause why the protective order should not be issued, as well as to hire and employ any and all such other personnel deemed necessary to implement this procedure, all on such terms and for such salaries as may be fixed by a majority vote of the Court.
<b>Rule - 32.0</b>	
<b>Appendix - 32.0B</b>	
Court-Specific Rules on Hearing Officers and Domestic Commissioners	<p>1. Regardless of the Division to which a matter is allotted the FIRST hearing of any kind of relevance to the issuance of a TRO shall be set for hearing by Hearing Officer(s) on Fridays at 9:30 A.M. in Courtroom Number 7, or at such a time and place as may be approved by the Court.</p> <p>2. Recommendations for Judgment submitted by Hearing Officer(s) shall be signed by the Order-signing Judge.</p> <p>3. Any subsequent action in the same numbered case, of any kind (including: a second request for a TRO; a re-conventional demand not already set for hearing by the first request; a rule for contempt; a petition for divorce, or paternity, or custody; or any other petition for the allotted Division) shall be set for hearing in front of the Judge to whom the case was originally allotted.</p> <p>4. In such cases as a second request for a TRO that will be set for hearing in front of the allotted Judge, the Hearing Officer(s) may sign/grant the TRO that is being set.</p> <p>5. The Judge to whom the case was allotted may refer subsequent hearings back to the Hearing Officer (s) preferred by that Judge.</p> <p>B. Such Hearing Officer(s) shall have authority to perform and shall perform any and all duties assigned to him or her or them by a judge designated by the Court which are consistent with LSA–R.S. 46:236.5 and R.S. 46:2135(I) as it presently exists or as it may be, from time to time, supplemented or amended in the future. Said Hearing Officer(s) shall be prohibited from appearing before the Ninth Judicial District Court as lawyers in contested cases.</p> <p>C. The Court shall hold a 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 within the delays set forth by District Court Rule 35.5 as it applies to Child Support matters under LSA–RS 46:236.5 and within the delays set forth by District Court Rule 34.2 as it applies to protective orders under LSA–RS 46:2135(I) from the date of the Hearing Officer's recommendation. 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.</p> <p>D. In all Title IV–D (Social Security Act) cases presently pending and arising in the future, and in all other cases brought by the Department of Health &amp; Human Resources on its own behalf or on behalf of any person for whom support has been ordered and whose support rights have been assigned to the Department or for whom the Department is providing support services, each support payment, including existing arrearages and future arrearages as well as ongoing support payments, is hereby increased by five percent (5%) beginning January 1, 1997. On or after that date, all such obligors or payors shall make any and all such payments for support, including the additional five percent (5%) amount, payable to the “D.S.S.”. Such payments shall be made only by money order or certified check and shall either be delivered directly to D.S.S., Post Office Box 260222, Baton Rouge, Louisiana 70826–0222. Unless objection is made at the time the order is made payable to D.S.S., or by motion filed within three (3) days as specified above, such obligors or payors shall be deemed to have consented to allow the Department of Social Services to collect and distribute the additional five percent (5%) amount specified herein, to the Ninth Judicial District Court.</p> <p>E. In all uncontested proceedings to establish paternity brought before the Court’s Hearing Officer(s), or before the Court directly, proof may be submitted by affidavit pursuant to LSA- R.S. 9:572.</p> <p>F. In all rules for child support the parties shall complete the worksheet set forth in R.S. 9:315.15. This worksheet shall be signed by both parties and their attorneys and shall be filed in the record by noon on the Wednesday preceding the hearing on Monday. Each party shall attach to the worksheet the verified income statement and documentation required by R.S. 9:315.2A.</p> <p>G. Any party failing to abide by these rules shall be subject to sanctions by the Court.</p>

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<b>Title - IV</b>	<b>Chapter Title - Hearing Officer Procedure for Title IV-D Federal Social Security Act</b>
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<b>Chapter - 33</b>
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<b>Rule - 33.0</b>
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<b>Appendix - 33.0</b>
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Court-Specific Rules Concerning Objections to Recommendations of Hearing Officers in Title IV-D Matters
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<b>Title - IV</b>	<b>Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders</b>
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<b>Chapter - 34</b>
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<b>Rule - 34.0</b>
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<b>Appendix - 34.0</b>
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Court-Specific Rules Concerning Hearing Officer Procedures for Domestic Violence Protective Orders
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<b>Title - IV</b>	<b>Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders</b>
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<b>Chapter - 34</b>
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<b>Rule - 34.2</b>
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<b>Appendix - 34.2</b>
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Court-Specific Rules Concerning Objections to Rulings of Hearing Officer or Domestic Commissioner; Time for Filing
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<b>Title - IV</b>	<b>Chapter Title - General Procedures for Hearing Officer Conferences</b>
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<b>Chapter - 35</b>
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<b>Rule - 35.1</b>
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<b>Appendix - 35.1</b>
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Court-Specific Rules Concerning Failure To Timely Comply with an
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<b>Title - IV</b>	<b>Chapter Title - General Procedures for Hearing Officer Conferences</b>
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<b>Chapter - 35</b>
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<b>Rule - 35.4</b>	<a href="http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_35.4.pdf">http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_35.4.pdf</a>
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<b>Appendix - 35.4</b>
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Stipulation Form (form)
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<b>Title - IV</b>	<b>Chapter Title - General Procedures for Hearing Officer Conferences</b>
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<b>Chapter - 35</b>
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<b>Rule - 35.5</b>
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<b>Appendix - 35.5</b>
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Court-Specific Rules Concerning Objections to Hearing Officer Recommendations and Judgments of Domestic Commissioner
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<b>Title - IV</b>	<b>Chapter Title - General Procedures for Hearing Officer Conferences</b>
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<b>Chapter - 35</b>
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<b>Rule - 35.7</b>
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<b>Appendix - 35.7</b>
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Court-Specific Rules Concerning the Setting of Hearing Dates
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<b>Title - IV</b>	<b>Chapter Title - General Procedures for Hearing Officer Conferences</b>
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<b>Chapter - 35</b>
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<b>Rule - 35.8</b>
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<b>Appendix - 35.8</b>
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Court-Specific Rules Concerning Adoption of Hearing Officer's Recommendation as Temporary Order After Objection
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<b>Title - V</b>	<b>Chapter Title - Court Organization and Sessions</b>
<b>Chapter - 41</b>	While recognizing that each judge of this district has original jurisdiction, the Court, by local court rule, has determined that the judge assigned to the juvenile section of this Court shall be assigned and shall hear all cases involving juveniles including:
<b>Rule - 41.0</b>	
<b>Appendix - 41.0</b>	(A) Delinquency proceedings, except when a child either:
Court Procedures	(1) Is subject to the jurisdiction of the criminal courts for prosecution and liability as an adult;
Effective January 1, 2018.	(2) Has been transferred by the juvenile division to criminal court for prosecution and liability as an adult.
	(B) Abandonment proceedings;
	(C) Child in need of care proceedings;
	(D) Child in need of services proceedings;
	(E) Families in need of supervision proceedings;
	(F) Parents in need of supervision proceedings;
	(G) Involuntary termination of parental rights proceedings;
	(H) Voluntary termination of parental rights proceedings;
	(I) Adoption proceedings;
	(J) Civil and criminal non-support;
	(K) URESA proceedings;
	(L) Traffic;
	(M) Mental health proceedings pursuant to Title XVI of the Louisiana Children's Code.
	(N) Any proceedings necessary to implement the provisions of interstate compacts affecting children pursuant to Title XVI of the Louisiana Children's Code.

<b>Title - V</b>	<b>Chapter Title - Adoption Proceedings</b>
<b>Chapter - 46</b>	
<b>Rule - 46.0</b>	
<b>Appendix - 46.0</b>	
Court-Specific Rules Concerning Filing of Pleadings and Required Exhibits in Adoption Proceedings	

<b>Title - VI</b>	<b>Chapter Title - Litigation Filed by Inmates</b>
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## **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

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## **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

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## **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

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## **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

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## **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

