

# RULES FOR LOUISIANA DISTRICT COURTS

## TITLES I, II, and III

### Civil District Court

#### Parish of Orleans

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**Chapter:** 2                      **Chapter Title:** Dates of Court

**Appendix** 2.0                      None.

**Rule No:** 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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**Chapter:** 3                      **Chapter Title:** Judges and Facsimile Transmissions to the Court

**Appendix** 3.1                      The judges of Orleans Parish Civil District Court are elected to a specific division of court.

**Rule No:** 3.1

Divisions or Sections of Court

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**Appendix** 3.2

#### CHIEF JUDGE

**Rule No:** 3.2

Duty Judges

Amended effective September  
1, 2004; Amended effective  
March 13, 2006; Amended  
effective September 5, 2006

1. The judges of the Civil District Court shall elect from their members a chief judge, who shall serve for a term designated by the judges.

2. The chief judge shall preside over meetings en banc; appoint committees; certify all documents on behalf of the court en banc; prepare the agenda for en banc meetings; represent the court in ceremonial functions; exercise general supervision of administrative functions; supervise expenditures by the judicial expense fund; oversee all financial planning and reporting; and perform those duties delegated by the court en banc.

3. In the absence of the current Chief Judge, the preceding Chief Judge will serve as Acting Chief Judge. In the absence of the preceding Chief Judge, the remaining member of the Executive Committee will serve as Acting Chief Judge. In the absence of the remaining member of the Executive Committee, the Duty Judge will serve as Acting Chief Judge

4. In the event a judge of this Court will be unavailable to hear a motion for preliminary injunction because of a pre-arranged vacation or attendance at a professional function, the Chief Judge or Acting Chief Judge shall have authority to order the matter re-allotted for the hearing on the preliminary injunction. All other proceedings in that matter shall be heard by the judge to whom the case is originally allotted.

## DUTY JUDGE

1. The position of duty judge is established to be rotated by division among the judges weekly, starting with Division A.

2. The duty judge shall serve from 9:00 A.M. on Monday until 9:00 A.M. on the following Monday. The duty judge shall be in court from 9:00 A.M. to noon and from 1:00 P.M. to 4:00 P.M., Monday through Friday.

3. No cases, pretrial conferences or rules shall be heard by the duty judge during such duty week.

4. (a) Monday through Friday the duty judge shall hear all confirmations of defaults with testimony from 9:00 A.M. to 10:00 A.M. The duty judge shall hear all motions for temporary restraining orders; judicial commitments and matters relating thereto; and all ex parte petitions and motions not excluded by Section 5 from 10:00 A.M. to noon and 1:00 P.M. to 4:00 P.M., except when the duty judge is hearing judicial commitments or attending en banc meetings from 10:00 A.M. to 2:00 P.M.

(b) All judicial commitments and related hearings shall be set at 1:00 p.m. on the second Thursday following the Friday of the week when filed. In the event that Thursday is a legal holiday, they shall be set on the next legal day. However, if the next following day is longer than the 18 day period, then commitments will be held on Wednesday preceding the legal holiday.

(c) The judge to whom the case is allotted shall hear all motions for preliminary injunctions.

(d) The duty judge shall handle all emergency matters such as protective orders and motions to quash when requested by the Division.

(e) Rules for eviction shall be set for hearing in the week following their filing. The duty judge shall hear such matters if they are uncontested, or if the trial thereof is expected to take less than 30 minutes. Otherwise the matter shall be heard by the division to which it is allotted or its designee.

(f) All requests for an administrative stay must be presented to the Duty Judge and will be processed similar to a request for a temporary restraining order (CCP Art. 3603) in the following manner: an application for an administrative stay must be by a verified petition of appeal and/or by supporting affidavits stating specific facts which show that immediate and irreparable injury, loss or damage will result to the applicant before the adverse party or his attorney can be heard in opposition to the granting of the administrative stay and the applicant or his attorney must certify to the Court in writing what efforts have been made to give notice to the adverse party of the request for an administrative stay or the reasons supporting his claim that notice would not be given to the adverse party.

5. The duty judge shall not sign, unless presented and initialed by a member of the referring judge's staff, or the referring judge's designee, such orders as: supplemental or amending petitions; motions for trial, pretrial or other hearing or the continuance thereof, orders allowing incidental demands; extensions of deadlines set by court order; motions of counsel to withdraw; amendments to pretrial orders or witness lists; and motions to consolidate.

6. The duty judge may handle any matter when presented to the duty judge by the staff of the referring judge or such judge's designee.

7. Each division shall provide a member of its staff, or by agreement, the staff of another division to set rule dates and authorization for orders described in number 4 herein. Such personnel must be available from 9:00 A.M. to noon and from 1:00 P.M. to 4:00 P.M., Monday

through Friday.

8. In the event of illness or other unavailability, the duty judge may make arrangements with any other judge of the court to serve in the judge's place and by agreement may exchange weeks or days of duty. In the event the duty judge is unable to secure a replacement because of illness or other unavailability, the chief judge shall assign another judge of the court to the position of duty judge, who shall receive full credit for the substitute service. Thereafter, the chief judge may adjust the rotation assignment to reestablish equality of service.

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**Appendix** 3.4

**Rule No:** 3.4

Court-Specific Rules  
Concerning Judges' Use of  
Electronic Signatures

Amended effective March 1,  
2018.

Any presiding judge of this court may electronically sign a court order, judgment, notice, minute entry, official court documents or other writing by electronic signature which is as an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

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**Chapter:** 4

**Chapter Title:** Court Personnel

**Appendix** 4.1

**Rule No:** 4.1

Judicial Administrators and  
Clerks of Court

Amended effective January 17,  
2006

Traci Dias [www.oraanscdc.com](http://www.oraanscdc.com)  
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Hon. Dale N. Atkins [www.oraanscdc.com/clerk1.shtm](http://www.oraanscdc.com/clerk1.shtm)  
Clerk of Court  
Civil District Court  
Parish of Orleans  
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**Chapter:** 5

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

**Appendix** 5.1A

**Rule No:** 5.1

Americans with Disabilities  
Form

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

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**Appendix** 5.1B

**Rule No:** 5.1

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

**Appendix** 5.1C

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

**Rule No:** 5.1

Interpreters Oath

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**Chapter:** 8

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

**Appendix** 8.0

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

**Rule No:** 8.0

In Forma Pauperis Affidavit

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**Chapter:** 9

**Chapter Title: Procedure**

**Appendix** 9.3

ALLOTMENT OF CASES

**Rule No:** 9.3

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

Amended effective September 1, 2004; Amended effective March 13, 2006; Amended effective September 5, 2006

1. Non-domestic cases shall be allotted equally among the divisions handling such cases.
2. No case shall be allotted which has not been regularly filed and docketed.
3. To avoid confusion when divisions rotate in and out of the domestic relations section, cases shall be allotted to sections rather than to the divisions of court. Upon filing the first pleading, a case shall be randomly allotted either to section 5 through section 16 (non domestic cases) or to a domestic relations section. When a division ceases to be a domestic relations section, it shall be assigned those cases previously assigned to that division succeeding to the domestic relations section. The Clerk of Court shall publish conspicuously in the Clerk's Office the assignment of case sections to particular divisions of the court. The division shall handle the section cases assigned to it until a change in the assignment of cases in accordance with this Rule.
4. To achieve continuity of case management, and to avoid the appearance of forum shopping, it is the policy of the court that subsequent but related cases should be transferred to the division to which the original case was allotted, whether or not such earlier case is still pending. It shall be the duty of any attorney in such cases to call to the court's attention the existence of such earlier case. The following are examples of cases which ought to be transferred to the original division:
  1. Subsequent cases between the same or related parties arising from the same incident or transaction including subsequently filed claims for contribution, indemnity, attorney fees, or penalties.
  2. Domestic cases involving spouses between whom a prior case had been pending, even though terminated by reconciliation or otherwise dismissed, including subsequent cases for dissolution of the marriage, settlement of the community, alimony or custody.
  3. Cases asserting the same claim, refiled after dismissal without prejudice either voluntarily or involuntarily.
  4. Cases growing out of earlier cases, such as suits to enjoin executory process, to annul a

judgment, suits claiming damage caused by the earlier proceeding (wrongful eviction, malicious prosecution, abuse of process, etc.).

5. Suits dismissed as premature when refiled.

6. Suits against a succession representative.

7. Contested evictions shall be tried by the judge of the division of court to which the case is allotted or by the designee of the judge of the division to which the case is allotted, provided the designee agrees to accept the case for trial.

8. Cases filed after a preliminary petition (for discovery, to extend a medical review panel, etc.) has been filed.

5. Applications for new trial following confirmation of default judgments, shall be heard by the judge to whom the case is allotted and not necessarily the judge who heard the confirmation. Any proceeding following an order signed by the duty judge shall be heard by the judge to whom the case has been allotted.

#### TRANSFER AND CONSOLIDATION

1. To facilitate the fair and expeditious resolution of cases, it is the policy of the court to transfer to the lower numbered suit and consolidate for trial those cases in which such consolidation is appropriate. The transfer and consolidation shall be by order of the judge to whom the case is being transferred, after contradictory hearing with all parties in each case, or with their written approval. It shall be the duty of any attorney in any case which ought to be consolidated to so move or call to the court's attention the pendency of related cases that should be considered for consolidation. The following are examples of cases which ought to be consolidated:

1. Cases involving multiple claimants arising from a common casualty.

2. Claims for worker's compensation and damages by a claimant arising out of a single incident.

3. Cases involving multiple accidents to one person with injuries that overlap, whether in tort or compensation.

4. Multiple claims against a limited fund, such as an insurance policy or construction bond, where such claims are in conflict because they exceed the fund.

5. Multiple claims growing out of a single construction contract.

6. Multiple cases principally involving the same or similar legal issues, such as test cases with nominal parties.

7. Expropriations of properties in a single public development where owned by the same owner in the same neighborhood. Where separate parcels are owned by different owners, the cases need not be consolidated.

2. In the event the judge of the division in which such cases would be consolidated is recused, the case with the lower number shall be reallocated and the cases consolidated in that division.

3. If the lower numbered case has been dismissed with or without prejudice or the judge has rendered a judgment before the subsequent case is filed, nevertheless, cases otherwise subject to consolidation shall be transferred and/or consolidated.

#### HURRICANE KATRINA AND RITA CASES

A. All Hurricanes Katrina and Rita related law suits arising out of insurance claims for property damages shall begin with the current year and continue with the current numeric sequence and given the code number 245. The petition shall bear the case number and shall be designated by the words "Hurricane Litigation" on the pleadings. These cases shall be allotted to all non-domestic divisions of the Civil District Court.

B. Unless the judge for good cause determines otherwise, the time line for these cases shall be as follows:

(1) When the petition is filed and a number is assigned to it, the matter shall be immediately set for a case management conference to be held forty-five (45) days thereafter.

(2) Defendant(s) has the number of days to answer or file responsive pleadings provided by the Code of Civil Procedure. If requested, defendant(s) are allowed one fifteen (15) day extension.

(3) At the Case Management Conference the parties will be given a Case Management Order with a Pre- Trial Conference date and a Trial Date. The parties's presence at the Case Management Conference will not be deemed to be an appearance if certain exceptions are pending.

(a) The Pre-Trial Conference shall be held ninety (90) days after the filing of the petition. At the Pre-Trial Conference all parties shall be prepared to discuss settlement.

(b) The trial shall be scheduled to take place within ninety (90) days of the Pre-Trial conference.

(4) Discovery will take place as provided by the Code of Civil Procedure except that:

(a) Defendants shall propound written discovery in a timely manner so that plaintiff's discovery responses will be due no later than fifteen (15) days after the case management conference.

Plaintiff(s) will be allowed only one seven (7) day extension to answer discovery, if requested.

(b) Plaintiff(s) shall propound written discovery to insure that defendant(s) discovery responses will be due fifteen (15) days after plaintiff(s)'. Defendant(s) will be allowed only one seven (7) day extension to answer discovery, if requested.

(5) All motions and exceptions shall be filed and disposed of within Thirty (30) days of the trial date.

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**Appendix** 9.4

None.

**Rule No:** 9.4

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

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**Appendix** 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)

**Rule No:** 9.6

Civil Case Cover Sheet Form

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**Appendix** 9.12A

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12A.pdf>

**Rule No:** 9.12

Notice of Limited Appearance -

**Appendix** 9.12B

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12B.pdf>

**Rule No:** 9.12

Notice of Limited Appearance -  
Non-Family Law Cases

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**Appendix** 9.14

**Rule No:** 9.14

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

Amended effective September  
1, 2004

All cases that have been allotted and all proceedings in connection therewith may, at the discretion of the Division Judge, be set for trial upon written motion filed by the counsel seeking such trial. In this instance, the motion to set shall be accompanied by a certificate that all parties have answered or preliminary defaults have been taken against them, including third-party defendants, all depositions and discovery have been completed, all exceptions and preliminary matters have been disposed of, and the matter is ready for a pre-trial conference or to be set for trial.

Alternatively, after the completion of a sufficient amount of discovery that allows the lawyers/parties to reasonably anticipate the length of the trial, any party may seek a status conference for the purpose of selecting a trial date appropriately in the future, as well as cut off dates for witness lists, expert reports, and discovery. At this status conference, a date for a pre-trial conference to occur shortly before trial may also be selected. The dates selected will be reduced to a scheduling order signed the by parties and the court.

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**Chapter:** 14

**Chapter Title:** Allotment of Cases

**Appendix** 14.0A

Not applicable to the Orleans Parish Civil District Court.

**Rule No:** 14.0

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

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**Appendix** 14.0B

Not applicable to the Orleans Parish Civil District Court.

**Rule No:** 14.0

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

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**Appendix** 14.1

Not applicable to the Orleans Parish Civil District.

**Rule No:** 14.1

Allotment - Defendant with  
More than One Felony Case

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**Chapter:** 15

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

**Appendix** 15.0 Not applicable to the Orleans Parish Civil District Court.  
**Rule No:** 15.0

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

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**Appendix** 15.1 None.  
**Rule No:** 15.1

Appointment of Counsel

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**Appendix** 15.2 None.  
**Rule No:** 15.2

Alternative Method of Service  
on District Attorney

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**Appendix** 15.3  
**Rule No:** 15.3  
Court-Specific Rules  
Concerning Simultaneous  
Appearance by a Party or  
Witness by Audio-Visual  
Transmission

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

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

**Rule No:** 18.0

Waiver of Formal Arraignment

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

**Appendix** 19.0 None.  
**Rule No:** 19.0

Simultaneous Peremptory  
Challenges

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