

TITLE III
Chapter 15 - Assignment of Cases and Preliminary Motions
Rule 15.2 - Filing and Service of Motions
Appendix 15.2 - Alternative Method of Service on District Attorney

**First Judicial District
Court**

In addition to mailing a copy to the District Attorney, service may be made by hand delivering a copy to the District Attorney's 5th floor Reception Desk located in the Caddo Parish Courthouse.

Parish of Caddo

**Second Judicial District
Court**

District Attorney's Office accepts service through the Clerk's office.

**Parishes of Bienville,
Claiborne and Jackson**

**Third Judicial District
Court**

**Parishes of Lincoln and
Union**

**Fourth Judicial District
Court**

None.

**Parishes of Morehouse
and Ouachita**

**Fifth Judicial District
Court**

None.

**Parishes of Franklin,
Richland and West
Carroll**

**Sixth Judicial District
Court**

None.

**Parishes of East Carroll,
Madison and Tensas**

Seventh Judicial District Court

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

Parishes of Catahoula and Concordia

Eighth Judicial District Court

No alternate method except indigents - Clerk places copy of pleading in District Attorney's box at clerk of Court's office.

Parish of Winn

Ninth Judicial District Court

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.

Parish of Rapides

Amended effective January 1, 2018.

Tenth Judicial District Court

District Attorney has a box for mailing in the Clerk of Court's Office. However, all pleadings are personally served upon the District Attorney, or, stamped as hand-delivered.

Parish of Natchitoches

Eleventh Judicial District Court

Clerk maintains a box in her office for the district attorney in which a certified copy of pleadings can be placed to effect service on the district attorney.

Parish of Sabine

Twelfth Judicial District Court

None.

Parish of Avoyelles

Thirteenth Judicial District Court

None.

Parish of Evangeline

Fourteenth Judicial District Court

The District Attorney may also be served, either in court or by personal delivery.

Parish of Calcasieu

Fifteenth Judicial District Court

**Parishes of Acadia,
Lafayette and Vermilion**

Sixteenth Judicial District Court None.

**Parishes of Iberia, St.
Martin and St. Mary**

Seventeenth Judicial District Court None.

Parish of Lafourche

Eighteenth Judicial District Court None.

**Parishes of Iberville,
Pointe Coupee and West
Baton Rouge**

Nineteenth Judicial District Court Each of the Criminal Divisions of the Nineteenth Judicial District Court provide a tray into which is placed a copy of each subpoena return and motions and pleadings filed for the purpose of service upon the district attorney.

Parish of East Baton Rouge

Twentieth Judicial District Court None.

**Parishes of East Feliciana
and West Feliciana**

Twenty-First Judicial District Court None.

**Parishes of Livingston,
St. Helena and
Tangipahoa**

Twenty-Second Judicial District Court None.

Parishes of St. Tammany and Washington

Twenty-Third Judicial District Court None.

Parishes of Ascension, Assumption and St. James

Twenty-Fourth Judicial District Court None.

Parish of Jefferson

Twenty-Fifth Judicial District Court Personal service acceptable alternative.

Parish of Plaquemines

Twenty-Sixth Judicial District Court None.

Parishes of Bossier and Webster

Twenty-Seventh Judicial District Court None.

Parish of St. Landry

Twenty-Eighth Judicial District Court Personal delivery of a copy to the District Attorney's Office in the Courthouse or delivery of a copy to the District Attorney's tray in the Office of the Clerk of Court.

Parish of LaSalle

Twenty-Ninth Judicial District Court Service accomplished by clerk of court placing copy of pleading in District Attorney's box in clerk's office.

Parish of St. Charles

Thirtieth Judicial District Court The Clerk of Court's Office has a District Attorney's box for purpose of service.

Parish of Vernon

Thirty-First Judicial District Court None.

Parish of Jefferson Davis

Thirty-Second Judicial District Court None.

Parish of Terrebonne

Thirty-Third Judicial District Court In addition to mailing a copy to the District Attorney, service may be made by hand delivering a copy to the Office of the District Attorney adjacent to the Courthouse.

Parish of Allen

AMENDED EFFECTIVE
APRIL 15, 2003

Thirty-Fourth Judicial District Court

Parish of St. Bernard

Thirty-Fifth Judicial District Court None.

Parish of Grant

Thirty-Sixth Judicial District Court None.

Parish of Beauregard

Thirty-Seventh Judicial District Court None.

Parish of Caldwell

Thirty-Eighth Judicial District Court	None.
Parish of Cameron	
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Thirty-Ninth Judicial District Court	None.
Parish of Red River	
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Fortieth Judicial District Court	None.
Parish of St. John the Baptist	
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Civil District Court	None.
Parish of Orleans	
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Criminal District Court	
Parish of Orleans	
Amended effective August 13, 2015.	
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Forty-Second Judicial District Court	Clerk maintains a box in her office for the district attorney in which a certified copy of pleadings can be placed to effect service on the district attorney.
Parish of DeSoto	
Adopted effective December 17, 2008.	
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