

TITLES I, II, and III

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

Appendix 15

Rule No: 15.1

Alternative Method of Service on District Attorney

1st Judicial District Court
Parish of Caddo

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

2nd Judicial District Court
Parishes of Bienville, Claiborne and Jackson

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

3rd Judicial District Court
Parishes of Lincoln and Union

None.

4th Judicial District Court
Parishes of Morehouse and Ouachita

None.

5th Judicial District Court
Parishes of Franklin, Richland and West Carroll

None.

6th Judicial District Court
Parishes of East Carroll, Madison and Tensas

None.

7th Judicial District Court

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

**Parishes of
Catahoula and
Concordia**

**8th Judicial District
Court
Parish of Winn**

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

**9th Judicial District
Court
Parish of Rapides**

Service of process may be made by mail, hand-delivery, or district attorney box located in the Office of the Clerk of Court.

**10th Judicial District
Court
Parish of
Natchitoches**

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.

**11th Judicial District
Court
Parish of Sabine**

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.

**12th Judicial District
Court
Parish of Avoyelles**

None.

**13th Judicial District
Court
Parish of Evangeline**

None.

**14th Judicial District
Court
Parish of Calcasieu**

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

**15th Judicial District
Court
Parishes of Acadia,
Lafayette and
Vermilion**

None.

**16th Judicial District
Court**
Parishes of Iberia,
St. Martin and St.
Mary

None.

**17th Judicial District
Court**
Parish of Lafourche

None.

**18th Judicial District
Court**
Parishes of Iberville,
Pointe Coupee and
West Baton Rouge

None.

**19th Judicial District
Court**
Parish of East Baton
Rouge

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.

**20th Judicial District
Court**
Parishes of East
Feliciana and West
Feliciana

None.

**21st Judicial District
Court**
Parishes of
Livingston, St.
Helena and
Tangipahoa

None.

**22nd Judicial District
Court**
Parishes of St.
Tammany and
Washington

None.

**23rd Judicial District
Court**
Parishes of
Ascension,
Assumption and St.

None.

James

**24th Judicial District
Court
Parish of Jefferson** None.

**25th Judicial District
Court
Parish of
Plaquemines Parish** Personal service acceptable alternative.

**26th Judicial District
Court
Parishes of Bossier
and Webster** None.

**27th Judicial District
Court
Parish of St. Landry** None.

**28th Judicial District
Court
Parish of LaSalle** 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.

**29th Judicial District
Court
Parish of St. Charles** Service accomplished by clerk of court placing copy of pleading in District Attorney's box in clerk's office.

**30th Judicial District
Court
Parish of Vernon** The Clerk of Court's Office has a District Attorney's box for purpose of service.

**31st Judicial District
Court
Parish of Jefferson
Davis** None.

32nd Judicial District None.

Court
Parish of
Terrebonne

33rd Judicial District
Court
Parish of Allen

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.

AMENDED
EFFECTIVE APRIL
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34th Judicial District
Court
Parish of St. Bernard

None.

35th Judicial District
Court
Parish of Grant

None.

36th Judicial District
Court
Parish of
Beauregard

None.

37th Judicial District
Court
Parish of Caldwell

None.

38th Judicial District
Court
Parish of Cameron

None.

39th Judicial District
Court
Parish of Red River

None.

40th Judicial District
Court
Parish of St. John
the Baptist

None.

Criminal District Court
Parish of Orleans

Motion must be filed in open court. Minute entry prepared and motion placed in record. When motion filed, counsel is responsible for serving opposite counsel.

Civil District Court
Parish of Orleans

None.

42nd Judicial District
Court
Parish of DeSoto

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.

Adopted effective
December 17, 2008
