

TITLES I, II, and III

Chapter: 3 Chapter Title: Judges and Facsimile Transmissions to the Court

Appendix 2

Rule No: 3.1

Divisions or Sections of Court

1st Judicial District Court Parish of Caddo

The Court shall consist of three divisions: (a) civil; (b) family law; (c) criminal. Each division shall be divided into sections so that the total number of sections equal the number of judges authorized by law for the First Judicial District Court. Each section shall be numbered or lettered.

One judge shall be assigned to each section of each division of the court. All assignments shall be done on the basis of seniority as a district judge in the First Judicial District Court. Assignments will be done by separate order of the court.

If two or more judges are elected or appointed at the same time, the older shall be 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. A judge may not choose to be assigned to another section of the same division in which he is then serving.

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

This Court shall sit in three divisions, denominated as "Division A", "Division B" and "Division C".

The judges of the divisions of the Court shall sit on a rotating basis between the three parishes of the district according to a schedule to be fixed by them.

SITTING OF JUDGES

The three Judges now sitting in the Second Judicial District, and/or their successors in office shall sit in each of the respective parishes of the District as follows:

MONTH	WEEK	BIENVILLE PARISH	CLAIBORNE PARISH	JACKSON PARISH
JANUARY	1	DIVISION C	DIVISION A	DIVISION B
	2	DIVISION A	DIVISION B	DIVISION C
	3	DIVISION C	DIVISION A	DIVISION B
FEBRUARY	1	DIVISION C	DIVISION A	DIVISION B
	2	DIVISION B	DIVISION C	DIVISION A
	3	DIVISION C	DIVISION A	DIVISION B
MARCH	1	DIVISION A	DIVISION B	DIVISION C
	2	DIVISION C	DIVISION A	DIVISION B
	3	DIVISION A	DIVISION B	DIVISION C
APRIL	1	DIVISION C	DIVISION A	DIVISION B
	2	DIVISION B	DIVISION C	DIVISION A
	3	DIVISION C	DIVISION A	DIVISION B
MAY	1	DIVISION C	DIVISION A	DIVISION B
	2	DIVISION A	DIVISION B	DIVISION C
	3	DIVISION C	DIVISION A	DIVISION B

JUNE	1	DIVISION C	DIVISION A	DIVISION B
	2	DIVISION B	DIVISION C	DIVISION A
	3	DIVISION C	DIVISION A	DIVISION B

JULYAS ORDERED.....

AUGUSTAS ORDERED.....

SEPTEMBER	1	DIVISION C	DIVISION A	DIVISION B
	2	DIVISION A	DIVISION B	DIVISION C
	3	DIVISION C	DIVISION A	DIVISION B

OCTOBER	1	DIVISION B	DIVISION C	DIVISION A
	2	DIVISION C	DIVISION A	DIVISION B
	3	DIVISION B	DIVISION C	DIVISION A

NOVEMBER	1	DIVISION C	DIVISION A	DIVISION B
	2	DIVISION A	DIVISION B	DIVISION C
	3	DIVISION C	DIVISION A	DIVISION B

DECEMBER	1	DIVISION C	DIVISION A	DIVISION B
	2	DIVISION B	DIVISION C	DIVISION A

**3rd Judicial District Court
Parishes of Lincoln and Union**

This court shall sit in three divisions, denominated as Divisions “A”, “B” and “C”. Judges will sit according to a schedule agreed upon by a majority of the judges. TIME OF SESSIONS OF COURTS:

1. In UNION PARISH, unless otherwise specially ordered by the court, all Civil, Criminal, Juvenile, Traffic and Non-support Court sessions shall start at 9:00 a.m. and shall recess at 5:00 p.m., with the noon recess from 12:00 noon until 1:30 p.m.
2. In LINCOLN PARISH, unless otherwise specially ordered by the court, all Civil, Criminal, Juvenile and Non-support Court sessions shall start at 9:00 a.m., and shall recess at 5:00 p.m., with the noon recess from 12:00 noon until 1:30 p.m.; all Traffic court sessions shall start at 1:30 p.m. and shall recess at 5:00 p.m.

**4th Judicial District Court
Parishes of Morehouse and Ouachita**

Amended effective January 9, 2004; amended April 7, 2009, effective January 1, 2010

Please note: Text effective until January 1, 2010

The Judges of the Court are divided into Section 1, Section 2, Section 3, Section 4, and the Juvenile Section. Two Judges are assigned to each numbered Section. One Judge in each numbered Section, hereinafter referred to as the criminal judge, shall primarily handle criminal matters and the other Judge in the same numbered Section, hereinafter referred to as the civil judge, shall primarily handle civil matters. The Judge in the Juvenile Section shall primarily handle juvenile matters. All Judges retain general jurisdiction. Rotations of primary duties within each Section shall be in accordance with the Court Schedule published annually and posted to the Court web site www.4jdc.com, and in the office of the Clerk of Court.

To avoid confusion and for judicial economy, when the initial division into criminal/civil Sections occur on January 1, 2002, and later when Divisions rotate in and out of civil/criminal Sections, each Division may keep any case originally assigned to it, including but not limited to cases where testimony has been taken or substantial hearings held. All criminal probation violation hearings will be heard by the sentencing judge.

Please note: Text effective January 1, 2010

Pursuant to LSA–R.S. 13:587.2, effective January 1, 2010, the Judges of the Court are divided into Section 1, Section 2, Section 3, Section 4, Section 5 and the Juvenile Section. Two Judges are assigned to each numbered Section. One Judge in each numbered Section, hereinafter referred to as the criminal judge, shall primarily handle criminal matters and the other Judge in the same numbered Section, hereinafter referred to as the civil judge, shall primarily handle civil matters. The Judge in the Juvenile Section shall primarily

handle juvenile matters. All Judges retain general jurisdiction. Rotations of primary duties within each Section shall be in accordance with the Court Schedule published annually and posted to the Court web site www.4jdc.com, and in the office of the Clerk of Court.

To avoid confusion and for judicial economy, when the initial division into criminal/civil Sections occur on January 1, 2002, and later when Divisions rotate in and out of civil/criminal Sections, each Division may keep any case originally assigned to it, including but not limited to cases where testimony has been taken or substantial hearings held. All criminal probation violation hearings will be heard by the sentencing judge.

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

This Court shall sit in three divisions, denominated as Division A, Division B and Division C. Such designation of particular divisions is for the purpose of nomination and election as the law provides and for no other purpose. Each of the judges of the court shall preside in the division of the court to which he has been elected or appointed.

Division A, Division B and Division C shall alternate regular sessions of Court through the three parishes of the District. A court calendar will be published annually showing the Court assignments. Civil Jury terms, Grand Jury terms and Petit Jury terms will be fixed by special order of the Court.

Court will convene at 9:30 o'clock a.m. during the regular terms and at all other sessions, unless otherwise specially ordered by the court.

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

Judges are elected to Division A and Division B

**7th Judicial District
Court
Parishes of
Catahoula and
Concordia**

In accordance with LSA-R.S. 13:582, this court shall sit in two divisions denominated as Division "A" and Division Court "B".

During Regular Terms of this Court, Division "A" will sit in session in Concordia Parish for the first, third and fifth weeks of each month and will sit in session in Catahoula Parish during the second and fourth weeks of each month.

During Regular Terms of this Court, Division "B" will sit in session in Catahoula parish during the first, third and fifth weeks of each month and will sit in session in Concordia Parish during the second and fourth weeks of each month. The first week of each month shall be the week of the first Monday, the second week shall be the week following the second Monday, and so on.

The fourth and fifth weeks of each month shall include the days of the following month which may be in any week following the fourth and fifth Monday of each month.

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

Single judge district.

TERM OF COURT

The Ninth Judicial District Court, Civil, Criminal and Juvenile, shall convene on the first Wednesday of September and remain in continuous session through the first Monday of September the following year.

SECTIONS OF COURT

The Ninth Judicial District Court is comprised of seven divisions designated by the letters A, B, C, D, E, F and G; pursuant to La. R.S. 13:587.1.

Effective January 1, 2008 the Ninth Judicial District Court will begin the following rotation:

Civil Sections - Division "A", Division "C, Division "F" and Division "G"
Juvenile Section - Division "E"
Criminal Sections - Division "B" and Division "D"

JUVENILE AND COMMITMENTS

One judge shall be assigned to handle all juvenile matters and civil commitment hearings. Juvenile matters will be scheduled at a time and place designated by the judge. Commitments will be held at the Rapides Parish Courthouse. Effective January 1, 2006, Juvenile and Commitments will be allocated to Division "E".

CRIMINAL TRIALS

Criminal trials will normally be tried in courtroom #5 and #6. Courtroom #5 will primarily be used for the drug court. In the event the Judge in either courtroom completes the docket assigned to that courtroom, that Judge shall be transferred the next available criminal trial on the trial docket of the other courtroom for that week.

In the event that a Judge sitting in courtroom #3 or #4 finishes the civil docket for that week, the Judge shall then be available to handle criminal cases if multiple criminal cases are ready for trial in courtroom #5 or #6. The Judge in courtroom #3 shall take the next available criminal case on the trial docket from courtroom #6. The next available criminal case will be assigned to the Judge in courtroom #4. If the Judge in courtroom #3 is not available due to the civil docket or otherwise, then the next available criminal case on the docket in courtroom #6 will be transferred to the Judge in courtroom #4.

These transfers are designed to facilitate the orderly disposition of criminal cases set for trial and prevent congestion of the criminal docket. The transfers of criminal cases will be coordinated by the Court Administrator.

DRUG COURT

The Court recognizes the problem of alcohol and drug abuse in Rapides Parish in that the use and abuse of these substances is a major contributing factor in the commission of crimes which are a threat to public safety, prison overcrowding and congestion of the criminal court docket. To respond to these problems, the Court will designate for rotating two year terms, a division of the Court as a Drug Court Division, which shall have allotted alcohol, drug and/or drug-related offenses as provided by La. R.S. 13:5301–5304. The Ninth Judicial District Court will adopt written policies and guidelines of said cases in accordance with law. These policies and guidelines, and any subsequent amendments, shall be filed with and available from the Clerk of Court—Criminal Section. 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, with priority to be given to senior judges. The Clerk of Court shall be notified of the Drug Court Division by order of the Court.

SCHEDULE OF SESSIONS

A. The Civil Court will open at 9:30 am, on each weekday except legal holidays, unless otherwise specifically ordered. Court shall recess from 12:00 Noon until 1:30 p.m., unless otherwise ordered by the presiding judge.

B. On each day except Monday, the order of business shall be as follows:

- (1) preliminary defaults, signing of judgments, taking of appeals;
- (2) confirmation of defaults and disposition of uncontested matters;
- (3) docket for the day.

C. In Civil Court the order of business on Monday will be as follows:

- (1) preliminary defaults, signing of judgments, taking of appeals;
- (2) trial of motions, rules and exceptions in the following order:

(a) the Court will call the entire docket and preference will be given to any uncontested matters, agreements for judgment and matters which do not require the taking of testimony. These matters will be taken up in the order in which they appear on the docket;

(b) disposition of the remaining matters for trial in the order that they appear on the docket;

- (3) confirmation of defaults and disposition of uncontested matters.

D. In the disposition of business in the above order, the rule of seniority among attorneys will be observed and each will present matters in accordance with his seniority at the Bar, except as shown in C.(2)(a) and (b), above.

E. Motion Hour will be held in Courtroom 1 or 2 on the sixth floor of the courthouse. If Courtrooms 1 and 2 each have a trial, Motion Hour will be split between them, with cases with docket numbers ending with an odd number going to Courtroom 1 and even numbers to Courtroom 2.

F. 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 names and addresses of the witnesses that are to testify. Upon failure to do so, attorneys will not be permitted to proceed.

G. No evidence in an uncontested matter or confirmation of default will be received until all costs due the Clerk of Court have been paid and an additional \$10.00 of advance court costs is on deposit, except in forma pauperis cases.

H. 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

Amended 3-11-92:

A 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 must be given at least one (1) week notice that such a proposal has been made. In order that he may express his views on the proposed change, the absent judge may submit his vote by proxy or in writing.

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

The Tenth Judicial District Court does not divide into divisions or sections for the purpose of allotting matters within the court's jurisdiction. Judges are assigned in civil and criminal cases by random allotment as set forth below:

In accordance with LSA-R.S. 13:582, this Court shall sit in two divisions, denominated as Division "A" and Division "B".

The sessions of Court shall be held each week in Natchitoches Parish as hereinafter indicated:

During the first two full weeks of the month, the Judge of Division "B" shall preside and hold sessions in Courtroom No. 1. The Judge of Division "A" may try cases set by him during this period in Courtroom No. 2.

During the two weeks following the first two full weeks of each month, the Judge of Division "A" shall preside and hold sessions in Courtroom No. 1. The Judge of Division "B" may try cases set by him during this period in Courtroom No. 2. The Judges, at their discretion, may rearrange this schedule as they deem fit in the interest of expediting the trial of any cases.

11th Judicial District Court
Parish of Sabine

Single judge district.

12th Judicial District Court
Parish of Avoyelles

In accordance with LSA - R.S. 13:582, the Court shall sit in two divisions designated Division A and Division B.

13th Judicial District Court
Parish of Evangeline

Permanently divided into divisions A & B, the civil cases are allotted to each judge at random by the clerk of court.

14th Judicial District Court
Parish of Calcasieu

Amended Effective April 1, 2008; June 1, 2008; amended effective January 1, 2009

Generally, nine (9) divisions, "A" through "I", each of which was established by legislative act with corresponding election subdistricts. Effective January 1, 2009, three divisions "C", "I" and "H" are assigned pursuant to statute to the Family and Juvenile Court, and all family and juvenile matters are allotted to those divisions. All criminal matters are allotted to Divisions "A", "B", "D", "E", "F" and "G". All civil matters are allotted to Divisions "A", "B", "D", "E", "F", "G", and "H".

1. Division H, upon approval of a new judgeship, will declare its intent to be relieved of Family and Juvenile cases and receive an allotment of Criminal cases.
2. In criminal cases, Orders to Show Cause, any Orders not dispositive of an issue in the case, and any Order expressly and specifically authorized by the judge to whom it is allotted, may be signed by and judge of the district.
3. Generally, arraignments in felony cases should be held in the Division to which a case is allotted, provided that the judge of any division may accept a not guilty plea in any felony or misdemeanor case through not allotted to the division of the judge accepting the not guilty plea; and
4. Bench warrant hearings may be held before any judge unless the judge of the division to whom the case been allotted indicates on the record that the hearing is to be held in his/her division.

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

Amended effective April 1, 2005;

The Court shall be divided into thirteen (13) divisions, "A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L" and "M", and each judge shall preside in the divisions to which the Judge has been elected, as provided in R.S. 13:582. This rule is adopted pursuant to the authority granted Divisions or Sections of Court in R.S. 13:472. All divisions shall be allotted adoption matters randomly by the Clerk of Court in the Parishes where the Judges' respective chambers are located. Cases assigned to the therapeutic drug court are allotted to Division D. Cases assigned to Juvenile Drug Court are allotted to Division I. Suits for annulment, divorce and separation where there are no minor children born of, adopted or legitimated by the marriage together

amended effective
April 1, 2009

with all related incidental matters as defined by La. C.C. Art. 105, including a request for protective order instituted after the filing of the suit, and the community property partitions associated with the dissolution of said marriages shall be allotted to Divisions "A", "B", "C", "D", "E", "F", "G", "I", "J", "K" and "L". Matters assigned to the Family Docket are allotted to Divisions H and M.

Any document filed with the Court or sent to a judge's chambers must be sent to all counsel by the same method used (hand-delivered, mail, email, fax).

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

There are eight divisions of court, lettered "A" through "H".

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

DIVISIONS OF COURT

There shall be five (5) divisions of this Court, designated as Divisions A, B, C, D & E, and each division shall have its own docket and calendar. Each judge shall preside in the division to which he or she has been elected. No later than September 1 of each year, the judge of each division shall prepare and publish a docket calendar for the coming year, which calendar shall include days designated for criminal jury trials, criminal pre trial conferences and misdemeanor trials. The judge may amend the calendar at any time, as required to accomplish the business of the Court.

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

Court is divided into four divisions (A, B, C and D) for the purpose of allotting Court cases within the court's jurisdiction. The court has ordered the three clerks of court of the district to randomly allot, by computer, each case upon filing.

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

The Nineteenth Judicial District Court is divided into Divisions which either handle civil matters as their primary duty and are known as the Civil Court, or which handle criminal matters as their primary duty and are known as the Criminal Court.

As amended through
April 29, 2005

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

The Court is composed of Divisions A and B and shall sit alternately in East West Feliciana Parishes and as hereinafter provided.

The divisions shall sit as follows for handling of civil matters:

EAST FELICIANA PARISH

DIVISION A: First and Third week of each month.

DIVISION B: Second and Fourth week of each month.

Any week beginning with a Fifth Monday shall be office week for Division A in East Feliciana Parish and Division B in West Feliciana Parish. Mondays shall be civil rule days. Wednesdays and Thursdays may be civil days for assigned matters. Fridays may be set aside for judicial Commitment hearing days at East

Louisiana State Hospital in Jackson, Louisiana.

WEST FELICIANA PARISH

DIVISION A: Second and Fourth week of each month.

DIVISION B: First and Third week of each month.

Any week beginning with a Fifth Monday shall be office week for Division A in East Feliciana Parish and Division B in West Feliciana Parish. Mondays and Tuesdays may be civil days for assigned matters. Wednesdays shall be civil rule days.

All rules, trials, motions and exceptions shall be heard on rule days, provided, however, any rule or trial requiring extended testimony may be scheduled by the court on any other civil day in the discretion of the court.

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

The 21st Judicial District Court has two of its eight divisions assigned, on a rotating basis, on various calendar years, to hear all juvenile delinquency and child protection cases arising under the Children's Code, in addition to other civil and adult criminal cases assigned to those divisions.

During the year(s) in which a division is assigned to hear juvenile delinquency and child protection cases, that division's caseload of other civil cases and adult criminal cases is each reduced by five (5%) percent of cases allotted during the year.

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

As amended effective
January 1, 2003;
January 1, 2009

The ten general jurisdiction divisions, A through J, will hear all civil cases in both parishes, including all civil jury trials, by random allotment. While the general jurisdiction divisions continue to have jurisdiction over all district court matters, including family and juvenile matters, the subject matter jurisdiction of divisions K and L shall be limited to family and juvenile matters as provided by law for other family and juvenile courts in the State.

All existing family matters shall be randomly re-allotted in St. Tammany and Washington Parishes, beginning January 1, 2009, from divisions A through J to Divisions K and L, such re-allotment to occur as pleadings are filed or as existing matters are set for hearing in 2009. All new family matters in St. Tammany and Washington Parishes, as of January 1, 2009, shall be randomly allotted to Divisions K and L.

There shall be one judicial commitment docket, one protective order docket, and one non-support appeal docket. The general jurisdiction divisions shall be assigned on a monthly rotating basis to the judicial commitment and non-support dockets while the two family/juvenile divisions shall hear protective order appeals.

When suits are filed which are consolidated after hearing or consent of the parties, it shall be transferred to the division to which the case with the lowest docket number has been allotted. The consolidation order shall be signed by the Judge of the division the case is transferred from and the Judge of the division it is transferred to.

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

See www.23rdjdc.org for judges' rotation schedule.

**24th Judicial District
Court**

Parish of Jefferson

Division “A” Fax number 365–3347
Division “B” Fax number 364–3909
Division “C” Fax number 365–3383
Division “D” Fax number 364–3418
Division “E” Fax number 364–3873
Division “F” Fax number 365–3307
Division “G” Fax number 365–3395
Division “H” Fax number 364–2666
Division “I” Fax number 365–3392
Division “J” Fax number 364–3914
Division “K” Fax number 364–3480
Division “L” Fax number 364–3928
Division “M” Fax number 227–1247
Division “N” Fax number 364–3455
Division “O” Fax number 364–2665
Division “P” Fax number 365–3344

**25th Judicial District
Court**

**Parish of
Plaquemines Parish**

Two Divisions: A and B.

1. Cases shall be equally allotted among the divisions of Court as hereinafter provided.
2. Until a case has been allotted, orders may be issued by, and motions, rules, exceptions and other pleadings urged before and ruled upon by a Judge of any division, in open Court, or in chambers, as the law may permit.
3. Each Monday through Friday at 10:00 o'clock A.M., in the office of the Clerk of Court, all civil cases filed prior to said time shall be allotted in the manner herein prescribed. The docket number of each case ready for allotment shall be written on separate slips of paper. The slips shall then be placed in a suitable container and shaken so as to thoroughly mix them. The first slip drawn shall be allotted to the division next in order at the conclusion of the last drawing; the second slip drawn shall be allotted to the next division in alphabetical order and so on in the same order thereafter, until all such cases have been assigned. Any case filed after 10:00 o'clock A.M. shall be allotted on the next allotment day.
4. The Clerk of Court or his designated Deputy shall conduct the drawing for allotment.
5. After any case has been allotted, the Clerk of Court shall at once cause the division to which the case has been allotted to be noted on the outside of the jacket of the record, and in the docket book.
6. In cases of recusal for any cause, or where the docket of any division is carrying more than its equal share of cases, or otherwise, in the discretion of the Judges, any case may be transferred from one division to another by order approved by both Judges concerned; provided, however, that when two cases are consolidated for the purpose of trial, the case having the highest docket number shall be transferred to the division to which the case having the lowest docket number has been allotted.

7. In the event of an emergency, including prolonged absence of the Judge of any division, or the anticipation thereof, the remaining Judge may order that no case shall be allotted to said division until there is a Judge available to conduct the Court's business. In such absence or anticipated absence, due to death, resignation, incapacity or otherwise, the remaining Judge may likewise order re allotment of all pending cases, or of such of them as the interest of justice may require, and the remaining Judge is empowered in such event to transfer to the other division, from such division then vacant, any particular case in which a party is entitled under the law to a speedy hearing or any such particular case in which the interest of justice call for such transfer and hearing.

**26th Judicial District
Court
Parishes of Bossier
and Webster**

As amended
December 16, 2004,
effective January 1,
2005; Amended
effective January 1,
2008; amended
effective January 1,
2009

The 26th JDC is composed of six judges (Divisions A, B, C, D, E, F). Each judge has the same general criminal and civil subject matter assignments. The Court may by en banc order assign one or more of the six judges to preside over the drug court division, and one or more judges to preside over the juvenile court divisions.

BOSSIER PARISH DRUG COURT/JUVENILE DIVISION

1. Effective March 1, 2009, the Drug Court Division shall be designated in accordance with the following rules. All drug cases will be allotted at random by the Clerk of Court's office to each of the divisions of Court. Cases determined to be eligible for Drug Court will be transferred to the Drug Court Division. The drug treatment and probation program shall be established in accordance with the provisions of LSA R.S. 13:5301-5304.
2. The Drug Court Division will be presided over by one of the district court judges.
3. The Drug Court will preside over all juvenile and adult drug cases which are determined to be eligible for this program in Bossier Parish.
4. Drug Court will be held every Monday in Bossier Parish, except when the Drug Court judge is scheduled for vacation or jury terms in either parish. On Tuesdays, when the Drug Court judge is Duty Judge in Webster Parish, he will preside over regular motion hour, sign orders and carry out other duties incumbent upon Duty Judges until 12:00 p.m. He will then preside over Drug Court in Bossier Parish at the designated times set forth below.
5. Juvenile Drug Court will convene at 3:00 p.m., and Adult Drug Court will convene at 3:30 p.m. in Bossier Parish.
6. The Drug Court judge will no longer hear contested domestic matters in Webster Parish. Those matters will be randomly reassigned to the remaining five judges not presiding over drug court. There will be no contested civil trials in Bossier Parish on Mondays for the Drug Court judge.
7. While recognizing that each judge of this District Court has original juvenile jurisdiction for the parishes comprising this District, the Court, by local court rule, is comprised of one or more primary juvenile divisions for Bossier Parish.
8. Effective March 1, 2009, the Juvenile Court Division shall be designated in accordance with the following rules.
9. The Juvenile Court Division will be presided over by one of the district court judges
10. The Juvenile Court will preside over all juvenile cases in Bossier Parish.
11. Juvenile Court will convene at 9:30 a.m. and will be held every Monday in Bossier Parish, except when the Juvenile Court judge is scheduled for vacation or jury terms in either parish or when he is Duty Judge in Webster Parish. On those days the judge acting as Duty Judge will preside over uncontested juvenile matters.
12. The choice to serve as Drug Court/Juvenile division will be on the basis of seniority.

SCHEDULE OF JUDGES

Grand Juries will be impaneled, Petit and Civil Jury terms held, and Criminal Court Sessions held in accordance with the Schedule of Judges filed at least once each year with the Clerk of Court in each parish to be posted in the Clerk of Courts' offices and copies available upon request to attorneys practicing before the Court. The Schedule of Judges may be changed at any time by order of the Judge or Judges affected by the change.

27th Judicial District Court

COMPOSITION OF COURT-DIVISIONS

Parish of St. Landry

District Court

With Amendments of
June 2, 2003;
Effective July 1, 2003

1. The 27th Judicial shall be composed of four (4) divisions designated A, B, C, and D.
2. These rules and the designation of separate divisions shall not prevent the judges of the several divisions from assisting each other with their respective duties, and this may be accomplished by agreement of the judges affected.

SESSIONS OF COURT

Court commences and ends in each division at the time designated by the presiding judge of the respective division.

Judges of the several divisions shall conduct annual civil and criminal sessions as follows:

DIVISION A. Criminal sessions shall be held during the months of January, May and September. Civil sessions shall be held during all other months each year.

DIVISION B. Criminal sessions shall be held during the months of February, June and October. Civil sessions shall be held during all other months of each year.

DIVISION C. Criminal sessions shall be held during the months of March, July and November. Civil sessions shall be held during all other months of each year.

DIVISION D. Criminal sessions shall be held during the months of April, August and December. Civil sessions shall be held in all other months of each year.

Nothing in these rules shall prevent the individual judges from scheduling civil matters during the criminal sessions and criminal matters during the civil sessions.

28th Judicial District Court

Parish of LaSalle

Single judge district.

29th Judicial District Court

Parish of St. Charles

Court divides into 3 divisions (C, D and E) for purposes of randomly allotting matters.

30th Judicial District Court

Parish of Vernon

Three district judge positions are designated by statute as Division A, Division B, and Division C.

The Court's calendar shall be promulgated and filed for public access with the Clerk of Court's Office.

**31st Judicial District
Court**

Single judge district.

**Parish of Jefferson
Davis**

The schedule of this Court is as follows:

I. Except during Petit and Civil Jury Weeks:

- (a) Motion Hour Each Tuesday.
- (b) Criminal Arraignments and Misdemeanor Trials Each Monday.
- (c) Trial Days Wednesday, Thursday, and Friday.
- (d) Juvenile Court Each Thursday from 8:30 A.M. to 10:00 A.M.

II. Grand Jury First Week in March and September.

III. Petit Jury One week to be designated by the Court during the months of January, March, May, June, September and November.

IV. Civil Jury One week to be designated by the Court during the months of February, April, July and October.

Defaults may be confirmed only on Tuesday of any week, except as announced in those weeks when Petit and Civil Juries are scheduled. Preliminary Defaults may be entered without the necessity of a personal appearance. To accomplish this end, counsel will either file an appropriate motion or write a letter addressed to the Clerk of Court requesting the entry of a preliminary default and setting forth:

- 1) The title of the suit.
- 2) The number of the suit.
- 3) The date of service of process.

During motion hour at the next session of Court the Minute Clerk shall cause such preliminary defaults to be entered in the usual manner.

In all confirmations of default, the testimony shall be taken by the official reporter, and such testimony thereafter will be transcribed only upon request.

**32nd Judicial District
Court**

Elected to serve a particular division, 5 divisions, A, B, C, D, and E.

**Parish of
Terrebonne**

**33rd Judicial District
Court**

DIVISIONS OR SECTIONS OF COURT

Parish of Allen

The 33rd Judicial District is composed of two (2) judicial divisions. Judges are elected to Division 'A' and Division 'B'. These court divisions are not allotted any particular subject matter jurisdiction on an exclusive basis.

Amended effective
April 15, 2003;
January 23, 2009

**34th Judicial District
Court
Parish of St. Bernard**

The Court shall be composed of as many divisions as there are Judges authorized by law for the Thirty Fourth Judicial District. The Court is composed of the following divisions:

DIVISION A: Judge Robert A. Buckley

DIVISION B: Judge Manuel A. Fernandez

DIVISION C: Judge Wayne G. Cresap

DIVISION D: Judge Kirk A. Vaughn

DIVISION E: Judge Jacque A. Sanborn

**35th Judicial District
Court
Parish of Grant**

Single judge district.

Amended effective
May 1, 2009

Arguments on motions, exceptions, contradictory motions, and rules shall be on the second and fourth Tuesday of each month, unless otherwise ordered by the Court. The first Tuesday of each month is reserved for child support hearings, the third Tuesday of each month is reserved for jury week.

The order of business on Tuesdays shall be as follows:

- (1) Preliminary defaults, signing of judgments, taking of appeals;
- (2) Confirmation of defaults and disposition of uncontested matters;
- (3) Trial of motions, rules and exceptions in the following order:

(a) The Court will call the entire docket and preference will be given to any uncontested matters, agreements for judgment and matters which do not require the taking of testimony. These matters will be taken up in the order in which they appear on the docket.

(b) Disposition of the remaining matters for trials in the order that they appear on the docket.

**36th Judicial District
Court
Parish of
Beauregard**

The 36th Judicial District is authorized two judicial positions. Judges are elected to Division A and Division B. These court divisions are not allotted any particular subject matter jurisdiction on an exclusive basis. The judges of each division rotate month to month between the civil and criminal dockets.

Division A shall sit in session and preside over the criminal docket of the District during the months of January, March, May, July, September, and November; it shall sit in session and preside over the civil docket during the months of February, April, June, August, October, and December.

Division B shall sit in session and preside over the criminal docket of the District during the months of February, April, June, August, October, and December; it shall sit in session and preside over the civil docket during the months of January, March, May, July, September, and November.

SESSIONS AND TERMS OF COURT

1. Court will convene on the Tuesday which follows Labor Day in September of each year and remain in continuous session thereafter through the thirtieth day of June the following year. This will be known as the Regular Term of Court.

2. July and August of each year will be known as the Summer Term of Court, for which a special schedule will be issued by the Court and posted in the Office of the Clerk of Court no later than June first of each year. Such schedule will provide for several days of court during July and August for the purpose of hearing civil rules, exceptions and motions, trying contested cases on the Clerk's Docket, entering and confirming

defaults, and other uncontested civil matters, including the trial of uncontested cases, as well as criminal arraignments, motions, hearings and misdemeanor trials.

3. Unless otherwise ordered by the presiding judge, no court will be held during the weeks that begin on the fifth Monday of the month.

REGULAR HOURS OF COURT

1. Unless otherwise ordered by the presiding judge or hereinafter provided, in matters set for trial or hearing before the bench the Court will open its daily sessions at 9:30 o'clock A.M. and shall recess from 12:00 noon to 1:30 o'clock P.M. and adjourn at 5:00 o'clock P.M.; in matters set for trial before a jury the Court will open its daily sessions at 9:00 o'clock A.M. and shall recess from 12:00 noon to 1:30 o'clock P.M. and adjourn at 5:00 P.M.

**37th Judicial District Court
Parish of Caldwell**

Single judge district.

**38th Judicial District Court
Parish of Cameron**

Single judge district.

Except for jury terms (see below), court shall regularly convene on Monday and Wednesday for civil business and on Thursday for criminal business. Additional court days will be announced as needed. For any reason deemed sufficient, court may be adjourned before or extended beyond the expiration of the time allotted.

Jury terms will be scheduled as needed. Each term will begin on a Monday and extend for eight (8) working days until unfinished business is completed. A jury term will pre-empt regular court days.

**39th Judicial District Court
Parish of Red River**

Single judge district.

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

ALLOTMENT, TRANSFER AND CONSOLIDATION OF CASES

The docketing of civil cases by the Clerk of Court and assignment of same to Divisions A, B and C shall be by lot.

**Criminal District Court
Parish of Orleans**

SECTIONS OF THE COURT

Effective September 7, 2004

1. There shall be thirteen Sections of the Court, which shall be known and designated as Sections A, B, C, D, E, F, G, H, I, J, K, L and M; and the Magistrate Section, which shall be presided over by the Judges respectively elected or appointed, and by their successors in office. Each Judge shall be known and designated as the Judge of the Section over which he presides. There are four Commissioners who shall be appointed by the Judges of the Criminal District Court.

2. The Judges of this Court have the authority and jurisdiction to discharge any and all duties and functions as Judge of another Section of the Court. When a Judge of this Court is absent, all judicial matters, including bail, should be heard by the Judge of the section next in rotation according to the following

schedule: A to B, B to C, C to D, and thereafter; with L to A. The Magistration Section is not included in the rotation schedule. The Judge, however, may designate any court to hear matters while the Court is absent. Absence, as used herein, means a Judge who is not sitting that day or is not available to act as Judge.

**Civil District Court
Parish of Orleans**

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

**42nd Judicial District
Court
Parish of DeSoto**

This Court shall sit two divisions, denominated as Division "A" and Division "B". Such designation, of particular divisions, is for the purpose of nomination, election and assignment of cases as the law provides and for no other purpose. Each of the Judges of the Court shall preside in the division of Court to which he or she has been elected or appointed.

Adopted effective
December 17, 2008
