

TITLE I
Chapter 3 - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Rule 3.1 - Divisions or Sections of Court
Appendix 3.1 - Divisions or Sections of Court

First Judicial District Court

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.

Parish of Caddo

Amended effective
February 10, 2020.

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. Two judges of different divisions may agree to share any administrative and/or magisterial responsibilities and/or duties at any time by agreement between the judges. A judge may not choose to be assigned to another section of the same division in which he is then serving.

Caddo Parish Juvenile Court

Organization of the Court

Parish of Caddo

Amended August 9, 2010,
effective September 1,
2010.

- a. The Juvenile Court for Caddo Parish is divided into three judicial divisions – A, B, and C.
- b. Specialty courts include Juvenile Drug Court, Family Drug Court, Individualized Disposition Docket (I.D.D./mental health court), Truancy, Child Support, Domestic Abuse Assistance, Adoption, and Traffic.

Personnel

The personnel of the Court shall be organized into four departments called the Administrative Office, the Office of the Clerk of Court, the Caddo Parish Juvenile Probation Department and the Caddo Parish Juvenile Detention Home.

The heads of these departments shall be, respectively, the Judicial Administrator, Clerk, Chief Probation Officer and Superintendent of Detention. The department heads shall be appointed by majority vote of the Court and shall serve at the pleasure of the Court. All other personnel shall be appointed by majority vote of the Court upon the recommendation of the applicable department head and shall serve at the pleasure of the Court.

Each department head shall direct the day to day operations of their department. The Clerk shall perform all duties of the office of clerk of court as required by law.

Hours of Court

The Clerk's office shall be open from 8:00 a.m. to 4:30 p.m. every day except Saturdays, Sundays, legal holidays and in cases of public emergency. Unless otherwise directed by the presiding judicial officer, court proceedings shall be conducted during those hours.

Motions are set for argument before the assigned Judge in the Dependency section on Mondays at 8:45 a.m. and 1:00 p.m. and in the Delinquency sections on Tuesdays at 9:00 a.m. Motions filed prior to 2:00 p.m. Thursday are set the upcoming Monday or Tuesday, and motions filed after 2:00 p.m. Thursday are set one week following. Motions requiring the taking of evidence shall thereafter be set for hearing as directed by the Judge. Motions bearing the signature of all counsel may be granted without hearing.

Second Judicial District

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

Court**Parishes of Bienville,
Claiborne and Jackson**

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

**Third 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.

Fourth Judicial District Court

Parishes of Morehouse and Ouachita

Amended effective January 9, 2004; amended April 7, 2009, 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.

Fourth Judicial District Juvenile Court

Parishes of Morehouse and Ouachita

While recognizing that each judge of this District has original juvenile jurisdiction for the parishes comprising this District, the Court, by local court rule, is comprised of one primary juvenile division.

The Juvenile Division shall hear all cases involving juveniles including:

- A. Delinquency proceedings, except when a child either:
 - 1. Is subject to the jurisdiction of the criminal courts for prosecution and liability as an adult.
 - 2. Has been transferred by the juvenile division for criminal prosecution and liability as an adult.
- B. Abandonment proceedings.
- C. Child in need of care proceedings.
- D. Child in need of supervision proceedings.
- E. Families in need of services 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. Marriage of Minors
- N. Judicial Commitments
- O. Mental health proceedings pursuant to Title XVI of the Louisiana Children's Code.
- P. Any proceedings necessary to implement the provisions of interstate compacts affecting children pursuant to Title XVI of the Louisiana Children's Code.

All juvenile matters shall be heard pursuant to the Juvenile Court Schedule which can be obtained from the Judicial Administrator's Office and found on the Court's website at www.4jdc.com.

Fifth 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.

Sixth Judicial District Court Judges are elected to Division A and Division B

Parishes of East Carroll, Madison and Tensas

Seventh Judicial District Court In accordance with LSA–R.S. 13:582, this court shall sit in two divisions denominated as Division “A” and Division Court “B”.

Parishes of Catahoula and Concordia 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.

Seventh Judicial District Juvenile Court The Judge of Division "A" will handle Juvenile Court and juvenile matters in Catahoula Parish. The Judge of Division "B" will handle juvenile matters in Concordia Parish.

Parishes of Catahoula and Concordia Juvenile Court and juvenile matters will normally be taken up on Wednesday afternoons in Catahoula Parish and on Friday afternoons in Concordia Parish.

Eighth Judicial District Court Single judge district.

Parish of Winn

Eighth Judicial District Juvenile Court Juvenile cases may be held at any time except legal holidays.

Parish of Winn Juvenile matters will be regularly scheduled on the third Monday of each month except on legal holidays.

Ninth Judicial District Court ASSIGNMENT OF THE COURT

Parish of Rapides

Amended Effective January 1, 2008; amended effective January 1, 2012; amended effective April 17, 2013; amended effective January 1, 2016; amended effective April 1,

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.

2016; amended effective September 1, 2017; amended effective January 1, 2018; amended effective June 1, 2022.

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.

**Ninth Judicial District
Juvenile Court**

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.

Parish of Rapides

Juvenile and Commitments will be allocated to Division "C".

Juvenile Traffic Referee, Related Personnel and Procedures

Pursuant to Louisiana Children's Code Article 422, this Court hereby implements the use of a juvenile traffic referee to adjudicate and dispose of juvenile traffic violations, by authorizing and directing one or more Juvenile Traffic Referee(s), appointed by majority vote of the entire Court, to hear juvenile traffic violations, all on such terms and for such salaries as may be fixed by a majority vote of the Court.

Such Juvenile Traffic Referee(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 Ch.C. Art. 422 as it presently exists or as it may be, from time to time, supplemented or amended in the future. Said Juvenile Traffic Referee(s) shall be prohibited from appearing before the Ninth Judicial District Court as lawyers in contested cases.

**Tenth Judicial District
Court**

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:

Parish of Natchitoches

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.

**Eleventh Judicial District
Court**

Single judge district.

Parish of Sabine

**Twelfth Judicial District
Court**

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

Parish of Avoyelles

**Twelveth Judicial
District Juvenile Court**

The Court shall sit in two divisions designated Division A and Division B. Each Judge shall preside in the division to which he has been elected or appointed and each division shall exercise all of the

Parish of Avoyelles

Thirteenth Judicial District Court

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

Parish of Evangeline

Fourteenth Judicial District Court

Effective January 1, 2021, there are nine (9) Divisions, “A” through “H” and “J”, each of which was established by legislative act with corresponding election subdistricts. There is a Magistrate Judge established by La. R.S. 13:589.

Parish of Calcasieu

Amended eff. April 1, 2008; June 1, 2008; Jan. 1, 2009; Oct. 6, 2010; amended effective October 7, 2011; amended effective January 1, 2013; amended effective January 1, 2015; amended effective January 1, 2016; amended effective July 1, 2019; amended effective March 11, 2020; amended effective January 1, 2021; amended effective December 7, 2021.

Pursuant to La. R.S. 13:621.14 and La. R.S. 13:589, all new family cases will be randomly assigned to Divisions “A”, “C”, and “J” effective January 1, 2021, and all family cases assigned to Division “I” will be reassigned to Division “J”. All juvenile matters assigned to Division “I” through July 24, 2020, will be randomly reassigned to Divisions “A” and “C” effective January 1, 2021, so that the number of total juvenile cases assigned to Divisions “A” and “C” through July 24, 2020, are equal. All juvenile matters filed after July 24, 2020, will be assigned to Division “J” until such time as the number of juvenile cases assigned to Divisions “A”, “C”, and “J” are equal, at which time all juvenile matters will be randomly and equally assigned to Divisions “A”, “C”, and “J”.

Pursuant to the authority of LSA-R.S. 13:5304(A), LSA-R.S. 13:5366(A), and LSA-C.Cr.P. Art. 18, Divisions “DC”, “DWI”, “VTC”, “BH”, and “RE” are hereby created and respectively designated as the 14th Judicial District Adult Drug Treatment Court (“DC”), the 14th Judicial District DWI Treatment Court (“DWI”), the 14th Judicial District Veterans Treatment Court (“VTC”), the 14th Judicial District Behavioral Health Court (“BH”), and the 14th Judicial District Re-Entry Court (“RE”). The presiding judges of those Divisions will be determined by a majority vote of the judges of the 14th JDC, sitting en banc. Operation of the DC, DWI, VTC, BH, and RE Courts will be pursuant to policy and procedures set forth in the manuals for those programs and in accordance with the governing laws.

1. In all criminal cases other than these assigned to Division DC, DWI, VTC, BH, or RE, orders to show cause, any orders not dispositive of an issue in the case, and any order authorized by the judge to whom it is allotted, may be signed by any judge of the district.

2. The judge of any division or the Magistrate Judge may accept a not guilty plea in any felony or misdemeanor case though not allotted to the division of the judge accepting the not guilty plea. However, a person may only enter DC, DWI, VTC, BH, and/or RE Court after receiving final approval for those programs from the District Attorney and the presiding judges of those Divisions.

3. Bench warrant hearings for offenders other than those sentenced to DC, DWI, VTC, BH, and/or RE Court 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.

MAGISTRATE JUDGE

Pursuant to the authority of LSA-R.S. 13:589(D), the Court hereby designates the following non-exclusive list of duties and responsibilities of the Magistrate Judge of the Fourteenth Judicial District Court:

1. Issuing search warrants and arrest warrants, as well as the setting of bonds, in felony and misdemeanor cases.
2. Preside over felony arraignments, and traffic and misdemeanor arraignments and trials.
3. Preside over Gwen’s Law hearings.
4. Preside over Right to Counsel (RC) Court / 72 Hour Court hearings, to include Extraditions.
5. Receive the Grand Jury report(s) each week; and impaneling of the Grand Jury (Regular and Special).
6. Assist in Specialty Courts, as needed.
7. Preside over preliminary felony motions, to include: writs of habeas corpus, speedy trial motions, preliminary hearings, bond reduction hearings, motions to quash, motions to suppress, and other preliminary motions.

8. Conduct bench warrant hearings for defendants who are not ordered to answer in a specific division.
9. Issue bench warrants and bond forfeitures for failure to appear.
10. Act on jury excuse requests.

JUVENILE COURT

There shall be a Family and Juvenile Docket in the Fourteenth Judicial District and that Docket shall be allotted to Divisions “A”, “C”, and “J”. Matters heard on the Family and Juvenile Court Docket shall be as follows:

1. All juvenile matters;
2. All proceedings for the adoption of minors, to decree minors abandoned, and for the relinquishment or termination of parental rights;
3. All matters involving divorce, custody, and ancillary matters relating thereto.

SESSIONS

Except when otherwise specially ordered, or as otherwise provided herein, court shall open its daily sessions at 9:00 AM. A recess shall be taken from 12:00 noon until 1:30 P.M., and court shall adjourn at 4:30 P.M.

General Motion Hour shall be held at 9:00 a.m. on Monday, Wednesday and Friday.

The Judge handling Motion Hour shall be the Duty Judge.

Fourteenth Judicial District Juvenile Court

Parish of Calcasieu

Amended effective July 1, 2019; amended effective January 1, 2021.

14th Judicial District Juvenile Court: Parish of Calcasieu

There shall be a Family and Juvenile Docket in the Fourteenth Judicial District and that Docket shall be allotted to Divisions “A”, “C”, and “J”. Matters heard on the Family and Juvenile Court Docket shall be as follows:

- (1) All juvenile matters;
- (2) All proceedings for the adoption of minors, to decree minors abandoned, and for the relinquishment or termination of parental rights;
- (3) All matters involving divorce, custody, and ancillary matters relating thereto.

Sessions

Except when otherwise specially ordered, or as otherwise provided herein, court shall open its daily sessions at 9:00 AM. A recess shall be taken from 12:00 noon until 1:30 P.M., and court shall adjourn at 4:30 P.M. General Motion Hour shall be held at 9:00 a.m. on Monday, Wednesday and Friday. The Judge handling Motion Hour shall be the Duty Judge.

Fifteenth Judicial District Court

Parishes of Acadia, Lafayette and Vermilion

Amended effective April 1, 2005; amended effective April 1, 2009; amended effective January 1, 2010; amended effective February 24 and October 1, 2015; amended effective

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 and Re-entry Court are allotted to Division “B”. Cases assigned to Juvenile Drug Court are allotted to Division “E”. Sobriety Court and Family Preservation 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 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”.

January 1, 2017; amended effective February 4, 2020; amended effective January 1, 2021.

The following matters shall be allotted to Divisions “H” and “M” in Lafayette Parish and to Divisions “H”, “J”, and “M” in Acadia and Vermilion Parishes and referred to as the Family Docket:

- (a) Suits for annulment, divorce and separation where there are minor children born of, adopted or legitimated by the marriage together with all related incidental matters as defined by La. C.C. Art. 105 and the community property partitions associated with the dissolution of said marriages.
- (b) All child-related issues such as the establishment or disavowal of the paternity of children, filiation, custody, visitation, and support in non-marital cases, name changes for minor children, emancipations, or any other such matters as may be designated by the District Judges.
- (c) All protective orders filed in accordance with R.S. 46:2131, et seq., and R.S. 46:2151 et seq., unless an annulment, separation or divorce action is pending and is a non-Family Docket matter.

Pursuant to R.S. 46:236.5, this Court, hereby implements an expedited process for the establishment, modification and enforcement of support obligations by authorizing and directing Judges assigned to the Family Docket to nominate one or more Hearing Officers, with the approval of a majority of Judges of the Fifteenth Judicial District Court, to hear support related matters, and to hire and employ any and all such other personnel deemed necessary to implement this procedure, all of whom shall serve at the pleasure of the Court.

Said Hearing Officer(s) shall be prohibited from appearing or practicing before the Fifteenth Judicial District Court.

The entire Court, by majority vote shall fix the salary, or salaries, of the Hearing Officer(s) and any such other personnel hired or employed to implement this procedure.

There shall be such number of Hearing Officers for the Family Docket of the 15th Judicial District Court as authorized by the District Judges.

Criminal matters shall be allotted to Divisions “A”, “B”, “C”, “D”, “E”, “F”, “G”, “I”, “J”, “K”, and “L” in the manner set forth in Appendix 14.0A.

BROADCASTING, TELEVISIONING, RECORDING, OR TAKING OF PHOTOGRAPHS IN THE COURTROOM

Pursuant to Code of Judicial Conduct Canon 3A(9) and Rule 6.1 of the Uniform Rules for District Courts, the broadcasting, televising, recording, or the taking of photographs in the courtroom and areas immediately adjacent thereto and the use of electronic devices and recording devices in the courtroom are expressly prohibited.

Sixteenth Judicial District Court
Parishes of Iberia, St. Martin and St. Mary

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

Seventeenth 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.

Eighteenth Judicial District Court

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.

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

Amended effective July 12,
2022.

Assignment of Juvenile cases and Civil Stalking and Sexual Assault Protective Order cases shall be as follows:

Pointe Coupee filings are to be heard by Division A.

West Baton Rouge filings are to be heard by Division B.

Iberville filings are to be randomly allotted between Divisions C and D.

In the event Division A recuses in a Juvenile or Civil Stalking or Sexual Assault Protective Order case, it shall be reallocated to Division B. If Division B recuses that case, then it shall be randomly reallocated between Divisions C and D.

In the event Division B recuses in a Juvenile or Civil Stalking or Sexual Assault Protective Order case, it shall be reallocated to Division A. If Division A recuses that case, then it shall be randomly reallocated between Divisions C and D.

In the event Division C recuses in a Juvenile or Civil Stalking or Sexual Assault Protective Order case, it shall be reallocated to Division D. If Division D recuses that case, then it shall be randomly reallocated between Division A and B.

In the event Division D recuses in a Juvenile or Civil Stalking or Sexual Assault Protective Order case, it shall be reallocated to Division C. If Division C recuses that case, then it shall be randomly reallocated between Division A and B.

**Eighteenth Judicial
District Juvenile Court**

The Judge assigned to the Criminal Court of a parish shall, during this tenure, also serve as Juvenile Judge.

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

**Nineteenth Judicial
District Court**

**Parish of East Baton
Rouge**

As amended through April
29, 2005; amended
effective May 20, 2022;
amended effective January
3, 2023; amended effective
February 1, 2023.

The Nineteenth Judicial District Court is divided into Divisions which handle either 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. Notwithstanding any principal assignments to divisions, all divisions of the court shall retain general jurisdiction to hear all matters.

**Twentieth 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.

Twenty-First Judicial District Court

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

Amended effective January
9, 2019.

MAIN DIVISIONS OF COURT

The Twenty-First Judicial District Court is comprised of nine divisions of court. Divisions “A” through “H” are courts exercising original jurisdiction and are authorized to hear matters of any nature. Division “I” is a court of limited jurisdiction and hears all juvenile matters and other matters authorized by law. All nine of the judges participate and vote when the court sits en banc, and all matters affecting the court as a whole are decided by en banc decision, including matters involving the juvenile division (including budget and scheduling matters), the hearing officer(s), and any other administrative affairs involving the court. The court is also assisted by one or more hearing officers, whose duties are prescribed by law and assigned by the court sitting en banc. All judicial matters are heard throughout the district in accordance with the official Court Calendar that is adopted each year on or before October 1st.

DRUG COURTS

Drug courts are assigned in Livingston Parish and Tangipahoa Parish by en banc order of the court and presided over by volunteer judges on a seniority system. The election to serve as drug court judge is made on an annual basis at the last regular en banc meeting of the court each year. Any judge sitting on the court may act as a temporary substitute for the assigned drug court judge at the request of said judge or the judicial administrator in the event of conflicts, absence, or emergencies. Drug probationers from St. Helena Parish are assigned primarily to the Tangipahoa Parish Drug Court. Drug court schedules, court procedures, and protocols are set by the presiding drug court judges and are not listed on the official Court Calendar. Criminal probationers who meet the statutory criteria for entry into drug court and are accepted by the drug court are maintained as probationers by the referring division of court and such cases are not reallocated to the drug court division.

JUVENILE AND JUVENILE DRUG COURT

Juvenile court and juvenile drug court are operated by the juvenile judge and are conducted in accordance with procedures and rules adopted pursuant to Title V of the Louisiana District Court Rules or administrative rules established in accordance with District Court Rule 1.0. Local Rules governing the juvenile court must be approved by the court sitting en banc.

POLICY CONCERNING POSSESSION AND USE OF ELECTRONIC AND OTHER DEVICES IN COURTROOMS OR HEARING ROOMS IN THE DISTRICT

It is the policy of the 21st Judicial District Court that electronic and other devices including, but not limited to, cellular and smart telephones, laptop and tablet-style computers, recording and photographic equipment are banned from any courtroom or hearing room in the district, with the following exceptions:

- Judicial Officers
- Courthouse staff
- Licensed attorneys and assisting staff may carry and use electronic devices for work purposes while participating in hearing or trials, or while waiting to participate.

- Pro se litigants may carry and use electronic devices while participating in hearings or trials, but only with prior approval from the presiding judge and only at counsel table during a proceeding in which the self-represented litigant is participating.

- Local, State, and Federal Law Enforcement Officers on official business and possessing proper credentials.

- Use of such devices in court areas for ceremonial and educational purposes shall be allowed with appropriate permission.

Such usage must be done in a non-distracting manner. While in any courtroom, electronic devices shall be kept muted, shall be used only for data entry/retrieval purposes, shall not be used for audio/video recording or photographs and shall not be used for incoming or outgoing calls. All persons appearing in Court shall maintain appropriate decorum as outlined in court rules.

If a cell phone or other device “goes off” in any courtroom, the presiding judge may instruct the bailiff to confiscate the device, impose a financial penalty, or any other appropriate sanction, including the loss of cell phone privileges and order the removal of that person or persons from the courthouse, and restrict the privilege of reentry.

Any exceptions to this policy may be made by any Judge presiding over a matter in which the use of the device is necessary.

The Sheriff’s Department is ordered to instruct all persons who fall under this policy to return their device to their vehicle. The Sheriff is authorized to refuse entry to the Courthouse to anyone not in compliance with this rule.

Twenty-Second Judicial District Court

Parishes of St. Tammany and Washington

As amended effective January 1, 2003; January 1, 2009; amended effective October 1, 2011; amended effective March 18, 2015; amended effective March 15, 2017; amended effective May 1, 2022.

General jurisdiction Divisions A, B, C, D, E, F, H, I and J will hear all civil cases in both parishes, including all civil jury trials, by random allotment. General jurisdiction Divisions A through J will continue to have subject matter jurisdiction over all district court matters, including juvenile matters.

The subject matter jurisdiction for each of Divisions K and L shall be limited to family and juvenile matters as provided by law. As of January 1, 2018, all juvenile matters shall be allotted to Division G until further notice, with the following exceptions:

- 1) Support Enforcement Appeal Docket; and
- 2) Adoptions involving children who have never been the subject of a Child in Need of Care proceeding.

If the Division G judge exercising juvenile jurisdiction is recused from a juvenile case, then the case will be randomly allotted to either Division K or L. If the judge of either Family Court division is recused from the case, the case will be allotted to the other Family Court division. If the judges of both Divisions K and L are recused from the juvenile case, the case will be randomly re-allotted to one of the general jurisdiction divisions of court.

There shall be one judicial commitment docket, one protective order docket, and one Support Enforcement Appeal Docket. The general jurisdiction divisions shall be assigned on a monthly rotating basis to the judicial commitment docket, while the two family divisions shall hear the protective order appeals and Division K shall hear the Support Enforcement Appeal Docket.

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 to which it is transferred.

IN FORMA PAUPERIS

All litigants who submit an application to proceed in forma pauperis pursuant to the provisions of La. C.C.P. art. 5183, et seq. shall be required to submit a new application every twelve (12) months. Failure to submit a timely new application shall result in the litigant’s right to proceed in forma pauperis to be rescinded and the Clerk of Court shall take steps necessary to recover the court costs which have accrued.

Costs and fees associated with a motion filed pursuant to La. C.C.P. art 5184 by any party seeking to traverse an Order granting a party the authority to proceed in forma pauperis will be deferred until a ruling by the Court on the motion seeking to traverse the pauper Order.

**Twenty-Second Judicial
District Juvenile Court**

**Parishes of St. Tammany
and Washington**

While general jurisdiction divisions A through J continue to have subject matter jurisdiction over all district court matters, including juvenile matters, the subject matter jurisdiction for each 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 juvenile matters in St. Tammany and Washington Parishes, as of January 1, 2009, shall be allotted to Divisions K and L on the following basis:

On a three year rotation beginning January 1, 2009, and based on random selection, one of the family/juvenile divisions, either Division K or Division L, shall hear all juvenile matters for St. Tammany Parish while the other shall hear all juvenile matters for Washington Parish. Accordingly, all existing St. Tammany Parish juvenile matters shall be re-allotted from the two general jurisdiction divisions currently hearing St. Tammany Parish juvenile matters to the one family/juvenile division, either Division K or L, randomly selected to hear juvenile matters in that parish, while all existing Washington Parish juvenile matters shall be re-allotted from the one general jurisdiction judge currently hearing Washington Parish juvenile matters to the other family/juvenile division, either Division K or L, not randomly selected to hear juvenile matters in St. Tammany Parish. New juvenile matters, as of January 1, 2009, shall be allotted to the family/juvenile division, either Division K or L, randomly selected to hear juvenile matters in that parish. Every three years thereafter, the juvenile dockets of Divisions K and L shall be swapped between them.

If the judge of either family/juvenile court division K or L is recused from a case, the case will be allotted to the other family/juvenile court division. If both judges of the family/juvenile court divisions K and L are recused from a case: 1) the case will be re-allotted to the general jurisdiction division to which it was allotted prior to January 1, 2009, or 2) in new cases filed on January 1, 2009 and thereafter, the cases will be re-allotted to any of the ten general jurisdiction divisions.

**Twenty-Third Judicial
District Court**

**Parishes of Ascension,
Assumption and St.
James**

Amended effective
September 15, 2018.

Judges Rotation Schedule

Division	Week 1	Week 2	Week 3	Week 4
"A"	Ascension (Civil)	Ascension (Criminal)	St. James	Ascension/Assumption*
"B"	St. James	Ascension	Assumption	Ascension
"C"	Ascension	Assumption	Ascension	St. James
"D"	Assumption	St. James	Ascension	Ascension
"E"	St. James	Ascension	Ascension	Assumption

**Twenty-Fourth 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

Jefferson Parish Juvenile Court

Parish of Jefferson

The Court is comprised of three sections, designated as "A", "B" and "C".

Unless otherwise determined by a judge, hearing officer, or traffic officer, court convenes at 9:00 a.m. and adjourns at 4:00 p.m. on weekdays, excluding legal holidays. The Court will continue in session beyond the customary hour as the judge determines and the docket requires.

In keeping with R.S. 33:1435, "Each sheriff or deputy shall attend every court that is held in his parish, and shall execute all writs, orders, and processes of the Court, or judge thereof, directed to him."

Adopted effective April 16, 2001.

Twenty-Fifth Judicial District Court

Parish of Plaquemines

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.

**Twenty-Sixth 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;
amended effective January
1, 2019; amended effective
January 1, 2022.

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 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.
5. Drug Court will convene at 3:00 p.m. in Bossier Parish.
6. 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 for administrative purposes.
7. Effective March 1, 2009, the Juvenile Court Division shall be designated in accordance with the following rules.
8. The Juvenile Court Division will be presided over the judge acting as Civil Duty Judge.
9. Juvenile Court will convene at 9:30 a.m. and will be held every Monday in Bossier Parish.
10. 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.

**Twenty-Seventh Judicial
District Court**

Parish of St. Landry

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

COMPOSITION OF COURT-DIVISIONS

District Court

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.

**Twenty-Eighth Judicial
District Court**

Single judge district.

Parish of LaSalle

**Twenty-Eighth Judicial
District Juvenile Court**

CINC Scheduling

Hearings in Children in Need of Care cases shall be conducted commencing 9:30 a.m. on the Thursday of each criminal week. In order to comply with the Children's Code and Federal ASFA legislation and regulations, any hearings in CINC cases or Termination of Parental Rights cases which must be commenced prior to when the next regular juvenile hearing day is scheduled may be set on any day and at any time and shall take preference over any other non preferential matter.

Adopted effective March 31, 2001.

Child Support Scheduling

Criminal neglect of family and other juvenile jurisdiction support cases shall be scheduled at 1:30 p.m. on criminal arraignment days.

**Twenty-Ninth Judicial
District Court**

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

Parish of St. Charles

**Thirtieth Judicial District
Court**

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.

Parish of Vernon

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

**Thirty-First Judicial
District Court**

Single judge district.

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.

**Thirty-First Judicial
District Juvenile Court**

Parish of Jefferson Davis

The schedule of this Court is as follows:

I. Except during Petit and Civil Jury Weeks:

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

II. Grand Jury 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, August and October.

**Thirty-Second Judicial
District Court**

Parish of Terrebonne

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

**Thirty-Third Judicial
District Court**

Parish of Allen

Amended effective April
15, 2003; January 23, 2009

DIVISIONS OR SECTIONS OF COURT

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.

Thirty-Fourth Judicial

The Court shall be composed of as many divisions as there are Judges authorized by law for the

District Court

Thirty Fourth Judicial District. The Court is composed of the following divisions:

Parish of St. Bernard

Amended effective
September 7, 2018;
amended effective March
8, 2021.

DIVISION A: Judge William M. McGoey

DIVISION B: Judge Jeanne Nunez Juneau

DIVISION C: Judge Kim Cooper Jones

DIVISION D: Judge Darren M. Roy

DIVISION E: Judge Eric A. Bopp

**Thirty-Fourth Judicial
District Juvenile Court****Parish of St. Bernard**

Juvenile matters shall be heard on the last Wednesday of each month by the DUTY JUDGE or as set on each divisions' annual master calendar.

All new juvenile filings shall be allotted by random allotment by the Clerk of Court pursuant to Rules III and XIX when filed. The arraignment shall be set at the next scheduled day for the division to which the case is allotted. If the juvenile is continued in custody, the arraignment shall be within seventy two (72) hours of filing and trial within thirty (30) days of arraignment or at such other times as required by law. Said hearings are given preference to regularly scheduled matters and may be heard by the Duty Judge if the division is unavailable.

Serious, non status offenses may be specially fixed for arraignment and trial on the motion of the District Attorney or Judge. Criminal neglect, non support, Uniform Reciprocal Enforcement of Support Act (URESAs), delinquency and other juvenile matters involving adults shall be allotted in accordance with Rules III and XIX.

**Thirty-Fifth Judicial
District Court****Parish of Grant**

Amended effective May 1,
2009

Single judge district.

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.

**Thirty-Fifth Judicial
District Juvenile Court****Parish of Grant**

Amended effective April
27, 2020.

One Wednesday of each month is reserved for juvenile court matters. Other juvenile matters shall be heard by special fixing as warranted by the circumstances.

Thirty-Sixth Judicial

The 36th Judicial District is authorized two judicial positions. Judges are elected to Division A and

District Court
Parish of Beauregard

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.

**Thirty-Sixth Judicial
District Juvenile Court**
Parish of Beauregard

General Organization of the Court

The 36th Judicial District Court is comprised of two Divisions: A & B. Both divisions are general jurisdiction courts. Division A shall be designated the juvenile duty court for the months of February, April, June, August, October and December of each year. Division B shall be designated the juvenile duty court for the months of January, March May, July, September, and November of each year. The judge of each division shall have the responsibility for the signing of all emergency orders relative to the juvenile docket of the District during their designated duty month.

Juvenile hearing days for the 36th Judicial District Court shall normally be the second and fourth Tuesdays of each month beginning at 9:30 A.M. and recessing at 4:30 P.M. The judge of either division may designate any day as a juvenile hearing day as may be necessary to comply with the Adoption and Safe Families Act and the requirements of the Louisiana Children's Code.

Protective Orders, Support Enforcement Matters, and Child Support Hearings shall be heard pursuant to authority of law by the Court Hearing Officer on Thursdays of each week, beginning at 9:00 A.M. Juvenile Traffic Matters shall be heard by the Court Hearing Officer on the First Thursday of each month at 1:30 P.M.

**Thirty-Seventh Judicial
District Court**
Parish of Caldwell

Single judge district.

**Thirty-Seventh Judicial
District Juvenile Court**

Parish of Caldwell

Rule repealed by court
effective July 1, 2023.

**Thirty-Eighth 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.

**Thirty-Eighth Judicial
District Juvenile Court**

Parish of Cameron

Juvenile court will commence in the Judge's Chambers. It will normally convene at 9:00 a.m. on Wednesday but each juvenile matter will be specially fixed by court order.

**Thirty-Ninth Judicial
District Court**

Parish of Red River

Single judge district.

**Fortieth Judicial District
Court**

**Parish of St. John the
Baptist**

Amended eff. Aug. 1,
2010.

Organization of the Court

A. This Court is composed of Divisions A, B and C, one judge for each division. Each division shall sit as a criminal division during designated weeks of each month, as a juvenile division on designated days, and as a civil division during the remaining weeks.

B. The Court will operate for twelve months of the year with no less than one judge on duty for all purposes at all times.

C. The time at which court is opened in each division shall be at the discretion of the respective judge and shall be contained in all written notices. The time at which court is adjourned in each division shall be at the discretion of the respective judge.

**Fortieth Judicial District
Juvenile Court**

**Parish of St. John the
Baptist**

This Court is composed of Divisions A, B and C, one judge for each division. Each division shall sit as a criminal division during designated weeks of each month, as a juvenile division on designated days, and as a civil division during the remaining weeks.

Scheduling

Each division will sit as a criminal division for two weeks per month, September through June, said weeks to be decided upon by the judges. One week will be designated as Felony Week, during which felony trials shall be scheduled; and one week will be designated as Misdemeanor Week, during which traffic matters, misdemeanor arraignments and trials, felony motions and arraignments, and juvenile matters shall be held. For the months of July and August each division will schedule a Misdemeanor Week, and a Felony Week may be scheduled at the discretion of each judge. The Clerk of Court shall make available such number of potential jurors as the Court deems necessary for felony trials

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

Criminal District Court	SECTIONS OF THE COURT
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Parish of Orleans	
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Effective September 7, 2004; amended effective August 13, 2015.

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, 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 Magistrate 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.

Orleans Parish Juvenile Court	Sections, Divisions and Specialized Dockets
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Parish of Orleans	
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Amended effective January 1, 2019.

There shall be created the following specialized dockets within Orleans Parish Juvenile Court: Juvenile Drug Treatment Court, Traffic docket, Re-entry Court, and Human Trafficking Court.

Hours of Court	
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A) The hours of the Juvenile Justice Center building which houses the Orleans Parish Juvenile Court are from 8 a.m. – 4 p.m. Monday-Friday. During such days a court program must operate beyond 4 p.m., the building will close at the time the program concludes.

B) Except when otherwise specially ordered, Court shall be open at 8:30 a.m. and adjourn at 4:00 p.m. The Judges will convene and continue in session as the Judge determines and the docket requires.

C) Traffic matters shall be handled by Section A on the fourth Wednesday of the month at 2 p.m.

D) The hours for operation of the Drug Court are Thursdays, Noon to 4:00 p.m.

Forty-Second Judicial District Court	
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Parish of DeSoto	
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Adopted effective December 17, 2008

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.
