

**TITLE II**  
**Chapter 9 - Procedure**  
**Rule 9.3 - Allotment; Signing of Pleadings In Allotted or Non-Allotted Cases**  
**Appendix 9.3 - Allotments: Signing of Pleadings in Allotted and Non-Allotted Cases**

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**First Judicial District  
Court**

**Parish of Caddo**

Amended effective  
December 28, 2022.

All pleadings filed shall be randomly assigned to a particular section or division of the court in accordance with La. Code Civ. Proc. art. 253.1 before presentation of a pleading to any judge. The method of allotment for each district court is set forth in Appendix 9.3. Provided, to the extent allowed by La. Code Civ. Proc. art. 253.3, each district court shall designate in Appendix 9.3: (1) those matters that ordinarily will not be allotted to a particular section or division of the court and instead will be signed by the duty judge or by any judge authorized to sign such pleadings; and (2) those pleadings that, although filed in actions that will be allotted, may be presented for signature to the duty judge or to any judge authorized to sign such pleadings.

When multiple Petitions for Protection from Abuse are filed which arise from the same incident, and they are of a domestic nature under Rule 24.2, they shall all be assigned to the same Domestic Section. If none of the Petitions are of a domestic nature, they shall all be assigned to the same Civil Section. Any judge presented with a petition for protection from abuse may refer the case for reallocation, but may instead make a determination on the temporary restraining order prior to reallocation of the case if failure to do so would exceed the statutory time limits for such consideration.

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**Second Judicial District  
Court**

**Parishes of Bienville,  
Claiborne and Jackson**

Amended effective March  
15, 2023.

The respective Clerks of Court with the advice of the Second Judicial District Court, shall devise a method for the assignment of cases to assure that the civil case load is equally divided among the Divisions and that judge or forum selection by litigants is prevented. All civil cases are randomly allotted at the time of filing to one of the Divisions of the Court.

For this purpose, the Clerks of Court or their duly authorized Deputy Clerks of Court, shall utilize an electronic or mechanical apparatus including but not being limited to a computer, approved by the Second Judicial District Court, which will contain an equal number of random chances for each Division of the Court. As each new petition or pleading is filed, and the payment of all costs chargeable thereto, the case shall be immediately and publicly allotted at random, utilizing the approved method, until all have been exhausted, at which time the electronic apparatus shall reprogram with equal random chances for each Division of the Court, or the mechanical apparatus shall be designed in such a manner that the assignment to the Divisions will be solely by chance. The Division to which each case is allotted will be inscribed immediately upon the petition or pleading and the copy that is to be served. After a civil case has been allotted, it will remain in the Division to which it has been allotted unless it is transferred or consolidated with another case in accordance with the law. All subsequent filings and correspondence shall bear the suit number and Division designated.

This rule shall not prevent a judge from conducting a hearing regarding default judgments, or a hearing regarding uncontested matters in a civil proceeding allotted to another Division.

When a judge is recused, the Clerk of Court shall re-allot the case to another Division of the Court. In any pending civil matter that requires reallocation due to the recusal of the sitting judge of the Division in which the matter is pending, a chance for the Division in which the matter was pending prior to recusal shall be returned to the electronic or mechanical apparatus at the time of recusal and reallocation. This paragraph shall apply to recusal and reallocation of matters at any stage of said proceedings.

Existing cases that have never been assigned to a Division shall be randomly allotted to a Division at the time a new pleading is filed with the exception of those matters that are routinely presented to the duty judge as more specifically set forth in Appendix 9.3.2 and incorporated herein by reference.

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**Third Judicial District  
Court**

**Parishes of Lincoln and Union**

**Fourth Judicial District Court**

Existing cases that have never been assigned to a division or allotted to a section shall be randomly allotted to a section.

**Parishes of Morehouse and Ouachita**

**Fifth Judicial District  
Court**

**ALLOTMENT OF CASES**

**Civil Cases**

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

Adopted effective  
September 1, 2010;  
amended effective April 1,  
2016.

Civil cases (except uncontested probate cases and except for family and domestic relation cases) will be allotted to the different divisions of the Court in the following manner:

When a petition is filed the Clerk of Court or his authorized deputy, shall allot the cases to the different divisions indiscriminately and by lot. Fifteen (15) balls of equal size and consistency will be placed in a container, five of said balls shall be designated as Division A, five designated to Division B, and five designated as Division C. The container should be of an opaque material so that the contents may not be seen. When a case is to be allotted, the contents of the container should be thoroughly mixed and a ball drawn or ejected from the container for allotment of the first case on the docket to be allotted. That case shall be allotted to the division of the Court indicated on the ball obtained from the container. As many other balls shall be drawn or ejected as may be necessary to complete the allotment of cases on hand. The balls so drawn shall not be returned to the container with the other balls but shall be kept separate therefrom until all fifteen (15) balls have been used. When all fifteen balls have been drawn or ejected from the container, five cases will have been allotted to each division of the Court and then all of the balls will be returned to the container and the process repeated for further allotment. However, a summary matter in a pending case or in a case which has previously been allotted shall be assigned to the division to which it was initially allotted. When a new summary matter is to be filed which is accompanied by a rule, as a rule for restraining order and injunctive relief, child custody, child support, alimony, and the like, that rule will be first presented to a Judge who shall fix a hearing on the rule for the next court date to be held in the parish more than ten days hence, and then the case will be filed with the Clerk of Court. Upon filing, that case shall be allotted by the Clerk of Court in the same manner as the other cases allotted to divisions. Should a Judge of a division other than the division to which it is allotted hear the rule fixed in the case, and if he determines that by hearing the rule he has heard a material and significant aspect of the case, he may order the allotment of the case be changed to his division.

Any uncontested matters, such as confirmation of defaults, and petition and answer cases, not actively contested, may be heard in any division, regardless of allotment. Each Clerk of Court shall maintain a record of cases allotted showing the docket number, the style of the case, the division of court to which the case has been allotted and the date of the allotment.

After a case is so allotted to one Division as herein provided, it may not be transferred or heard in another Division without the consent of the Judge of the Division to whom it was allotted, except where the Judge of another division hears a rule in the case and orders it transferred to his division as provided hereinabove, and except in a case where the Judge of the division to which it is allotted is subsequently recused or for some other reason is unable to preside at the trial or hearing of the case; and also except that any uncontested matters may be heard in any division as provided hereinabove.

**Family and Domestic Cases**

The Clerk of Court of each Parish shall maintain a separate container for the allotment of family and domestic cases by lot. Twelve (12) balls of equal size and consistency shall be placed in said container. Family and domestic cases shall be allotted in the same manner as civil cases except that six (6) of the balls shall be designated Division B, and six (6) of the balls shall be designated Division C. Only those Family and Domestic cases in which both Division B and Division C have a conflict, shall be assigned to Division A.

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**Sixth Judicial District  
Court**

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

Cases are assigned to a division by the Judicial Administrator with odd numbered cases falling in Division A and even numbered cases falling in Division B. The court en banc may reassign cases to another division.

Defaults and routine matters may be taken up in either division regardless of assignment.

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**Seventh Judicial District Court**

**Parishes of Catahoula and Concordia**

In civil matters, before allotment, any Judge of the Court may enter preliminary or interlocutory orders, grant conservatory writs and issue executory process in any case without however, preventing the regular allotment thereof; and before allotment, any Judge may, in his discretion and upon proper showing, grant an order for an extension of time in which to plead.

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**Eighth Judicial District Court**

**Parish of Winn**

Single judge district.

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**Ninth Judicial District Court**

**Parish of Rapides**

Amended effective June 1, 2011; amended effective January 1, 2018.

The Clerk of Court, with the advice of the Ninth Judicial District Court, shall devise an arbitrary method for the assignment of cases to assure that the civil case load is equally divided among the sections of the civil division and that judge or forum selection by litigants is prevented. All civil cases are randomly allotted at the time of filing to one of the sections of the civil division.

For this purpose, the Clerk of Court shall utilize either an electronic or mechanical apparatus approved by Ninth Judicial District Court which will contain an equal number of random chances for each section of the civil division. As each new petition is filed, the case shall be immediately allotted at random, utilizing the approved method, until all have been exhausted, at which time the electronic apparatus shall reprogram with equal random chances for each section of the civil division, or the mechanical apparatus shall be designed in such a manner that the assignment to the sections will be solely by chance. The section to which each case is allotted will be inscribed immediately upon the petition and the copy that is to be served. After a civil case has been allotted, it will remain in the section to which it has been allotted unless it is transferred or consolidated with another case in accordance with the law. All subsequent filings and correspondence shall bear the suit number and section designated.

The judges assigned to the criminal and juvenile sections of the Court are excluded from the random allotment of civil cases.

**RECUSALS**

When a civil judge is recused, the Clerk of Court shall re-allot the case to another judge in the civil division.

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**Tenth Judicial District Court**

**Parish of Natchitoches**

**ALLOTMENT OF CASES**

It shall be the duty of the Clerk of Court or his duly authorized Deputy Clerk, as soon as possible after the filing of any suit, to assign by lot such case to one of the divisions of this Court.

No case shall be allotted which has not been regularly filed and docketed.

Before allotment, any Judge of the Court may render preliminary and interlocutory orders, grant conservatory writs and issue executory process in any case; without, however, preventing the regular allotment thereof. And before allotment, any Judge may, in his discretion and upon proper showing, grant an order for an extension of time in which to plead.

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**Eleventh Judicial District  
Court**

**Parish of Sabine**

Those pleadings of uncontested matters not allotted that can be signed by any judges are: Succession proceedings, tutorship proceedings, workmen's compensation settlements, settlements relating to the interest of minors, adoption proceedings, and executory proceedings. If a controversy arises in connection with these matters, it will be allotted in the same manner as is the filing of a new suit.

**ALLOTMENT OF CIVIL CASES**

It shall be the duty of the Judge's Office, as soon as possible after the filing of any suit, to assign indiscriminately and by lot, such case to one of the divisions of this Court. Division "A" will allot cases in DeSoto Parish and Division "C" will allot cases in Sabine Parish. The Clerk of Court, or a duly authorized Deputy Clerk, will be present during the allotment of cases. Nine balls of equal size and consistency will be placed in a container, three of said balls designated as Division "A", three designated as Division "B", and three designated as Division "C". When a case is to be allotted the contents of the container should be thoroughly mixed and a ball drawn or ejected from the container for allotment, and shall be allotted to the Division of the Court indicated on the ball obtained from the container. Each case shall be allotted in like manner. As many other balls shall be drawn or ejected as may be necessary to complete the allotment of cases on hand. The balls so drawn shall not be returned to the container from which they were drawn, but shall be kept separate there from until all nine balls have been used. When all nine balls have been drawn or ejected from the container, three cases will have been allotted to each Division of the Court, and then all of the balls shall be returned to the container and the process shall be repeated for further allotment. However, a summary matter in a pending case or in a case which has previously been allotted shall be assigned to the division to which it was initially allotted.

No case shall be allotted which has not been regularly filed and docketed.

Where a suit is filed, involving a summary matter, accompanied by a rule, as a rule for restraining order and injunctive relief, child custody, support, alimony and the like, the suit will first be filed with the Clerk of Court, docketed and allotted before being presented to a Judge, who shall then fix a hearing on the rule for the next court to be held in the Parish, within the time provided by law, by the Judge of the Division to whom the case has been allotted. The Judges of each Division may, in addition to his regularly scheduled terms of Court, designate two days each month, for each Parish, for hearing such matters as are hereinabove referred to if such additional scheduling is necessary.

Succession proceedings, tutorship proceedings, workmen's compensation settlements, settlements relating to the interest of minors, adoption proceedings, and executory proceedings shall not be allotted to a division unless and until a controversy arises in connection therewith, at which time it will be allotted in the same manner as is the filing of a new suit.

In case of absence or disability of the Judge to whose division a case has been allotted, or in the event of vacancy of his or her office, the other Judges of the Court shall be empowered to act in said case as fully as if it had been originally allotted to the division over which he or she presides until the absence or disability shall have ceased, or the vacancy shall have been filled.

After a case has been assigned, if it be dismissed for any reason and if filed again, it shall be heard by the Judge to whom it has been previously assigned, provided it be between the same parties and for the same object, or growing out of the same cause of action.

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**Twelfth Judicial District  
Court**

**Parish of Avoyelles**

**ALLOTMENT OF CASES**

Civil, Probate and Juvenile Cases: It shall be the duty of the Clerk of Court or the designated Deputy Clerks of Court to publicly allot each civil, probate and juvenile case immediately following its filing, said allotments to be equal between the two divisions of court. The allotments shall be by random selection to be accomplished by such method or by such mechanical device or appliance as may be approved by the judges of this court. After a case has been allotted, all matters relating to said case shall be taken up by the judge of the division to which the case is allotted, except however, uncontested matters may be taken up in either division.

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**Thirteenth Judicial  
District Court**  
  
**Parish of Evangeline**

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**Fourteenth Judicial  
District Court**  
  
**Parish of Calcasieu**

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**Fifteenth Judicial District  
Court**

**Parishes of Acadia,  
Lafayette and Vermilion**

Amended effective July 14,  
2015; amended effective  
January 1, 2017.

**ALLOTMENT OF CASES**

Before allotment any judge may issue orders, including but not limited to preliminary and interlocutory orders, writs, executory process, pauper orders, and in his discretion, grant an extension of time in which to plead. In any non-Family Docket suit in which there is a request for a Temporary Restraining Order, the suit must be filed and assigned to a division before any Order may be submitted to a Judge for signature. Orders in such cases should be signed by the assigned Judge only. A Judge may enter an order granting a TRO outside his or her division only in an emergency situation where the assigned Judge cannot be contacted.

Once the case has been allotted, all preliminary matters and trial on the merits shall be taken up by the judge of the division to which the case is allotted. Any matter which requires expedited hearing by virtue of specified legal delays may be heard by any judge who will be sitting in the parish where the suit is pending, within the period of the legal delays, by consent of the judge who has been allotted the case. Any uncontested matter, preliminary default or confirmation of default may be taken up before any division. Once a case has been consolidated, that case shall remain in the newly designated division to which it was transferred by virtue of the consolidation, regardless of whether any of the other matters with which it has been consolidated are settled, dismissed, or otherwise resolved.

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**Sixteenth Judicial  
District Court**

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

Amended effective April 1,  
2022.

**ALLOTMENT OF CIVIL CASES**

1. After an initial marital proceeding has been allotted, all subsequent proceedings shall be assigned to the same division. The subsequent proceedings may be assigned a new docket number. Contested successions shall be allocated similarly.
2. Before allotment, any Judge may issue orders, including but not limited to preliminary and interlocutory orders, writs, executory process, pauper orders, and may grant extensions of time in which to plead.
3. Once a case has been allotted all exceptions, motions, rules and trials on the merits shall be taken up by the Judge of the division to which the case is allotted, provided, however, that any uncontested matter, preliminary default or confirmation of default may be taken up before any division.
4. In the event of legal or voluntary recusal, the clerk shall re allot the case using the same procedure as for the initial allotment. Where the docket is carrying more than its fair share of the cases, or otherwise according to 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 court division to which the case having the lower docket number has been allotted.
5. In the event of emergency, including prolonged absence of the Judge of any division and the anticipation thereof, the remaining Judges shall order that no case shall be allotted to said division until there is a Judge thereof available to conduct the Court's business, and in such absence or anticipated absence due to death, resignation, incapacity or otherwise, the remaining Judges may likewise order reallocation of all pending cases or such of them as the interests of justice may require, and each remaining Judge is empowered in such event to transfer, from such division then inoperative, any particular case in which a party is entitled under the law to a speedy hearing or any such particular in which the interests of justice call for such transfer and hearing.
6. The drawing for allotment referred to herein shall be made by the Clerk of Court or the Chief Deputy Clerk of Court, or by the acting minute or docket clerk duly designated.
7. 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.
8. Any uncontested succession matter may be presented to any Judge for hearing or for signature of orders.
9. When a motion is made pursuant to LSA C.C.P. art. 154 to recuse a judge, and said judge chooses not to recuse himself or herself, then said judge shall have the motion to recuse referred to another judge of this court in the manner provided herein for allotment of civil cases, except that the Clerk of Court (or his Chief Deputy) shall immediately thereafter return the ping pong type ball to the machine, since the judge to whom the motion is thereby impartially referred will not be allotted the case but only the disposition of the motion. Should the judge to whom the motion is thus referred rule in favor of recusal, then the case shall be reallocated in the said manner provided for allotment of civil cases, except that allotment thereof shall not be made to either the recused judge or the judge to whom the motion was referred.

The provisions contained in this appendix may be relaxed in the discretion of a Judge where unreasonable delay may be occasioned by its enforcement.

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**Seventeenth Judicial  
District Court**

**Parish of Lafourche**

Amended effective January  
1, 2015.

**ALLOTMENT OF CASES**

Allotment of Civil Cases: Upon filing, all civil matters shall be allotted to a division of this Court by random allotment. The Clerk of Court shall devise a system whereby civil cases shall be equally divided among the divisions of court.

In any pending Civil Matter that requires reallocation due to recusal of the sitting judge of the division in which said matter is pending, a ball and/or marker for the division in which the matter was pending prior to recusal shall be returned to the box at the time of recusal and reallocation. This paragraph shall apply to recusal and reallocation of matters at any stage of said proceedings.

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**Eighteenth Judicial  
District Court**

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

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**Nineteenth Judicial  
District Court**

**Parish of East Baton  
Rouge**

Amended effective  
February 8, 2018.

**ALLOTMENTS**

The Clerk of Court, or a person designated by him and under his immediate supervision, shall, upon the filing of any new civil proceeding and the payment of all costs chargeable thereto, immediately and publicly allot same to a Division of the Civil Court in a manner and by the use of a mechanical or electronic device to insure the equal assignment by chance and by lot, among the Divisions of the Civil Court, of all such civil filings of whatever nature or character. The method of allotment shall be subject to the direct supervision of the Clerk of Court and shall at all times protect the integrity of the mandate that over any given period of time each judge of the Civil Court shall be assigned an equal number of cases of the same type and the individual allotment shall be by pure chance among all the Civil Divisions, without any exceptions whatsoever.

No case shall be allotted which has not been regularly filed and docketed.

Suits or proceedings not in their nature original, but growing out of suits or proceedings previously pending, such as actions of nullity of judgment, or to restrain or regulate the execution of process, mesne or final, in suits previously pending, shall not be docketed as separate suits, but shall be treated as parts of the original suits out of which they arise, shall be docketed and numbered as parts of such suits, and shall follow the prior allotment or assignment to the respective Division of the Court. Whenever, by error or oversight, this rule shall be violated, the Judge to whom the matter shall have been allotted shall have power to order same transferred to the proper Division, there to be consolidated with the original suit.

Any person who takes any action for the purpose of circumventing the chance allotment established by this rule shall be in contempt of court. Section Referral of Matters to Commissioners See R.S. 13:713.

In addition to the duties and authority stated in R.S. 13:713, once one of the following pleadings is filed and allotted in compliance with this section, it shall be alternately referred to a commissioner for initial screening and further action in accordance with law:

(A) An ordinary suit filed by an offender/prisoner, as defined in Title 15, against the Department of Corrections or Sheriff of East Baton Rouge or any employee thereof, when based on a cause of action that arose while the Plaintiff was incarcerated in the custody of the Department of Public Safety and Corrections or the Sheriff of East Baton Rouge. Ordinary suits that require a jury trial and have been allotted to a commissioner will be referred to the divisional judge for further action/proceedings.

(B) A suit for Judicial Review of an Administrative Decision, including but not limited to Prison Administrative Remedy Requests, Disciplinary Board Appeals, Lost Property claims that do not involve tortious conduct, Time Calculation or Good Time complaints, even if urged as a writ of habeas corpus, Duty Status Complaints, or other complaints involving an internal prison grievance;

(C) An Application for Post-Conviction Relief except PCR applications involving 1st degree murder convictions.

(D) A suit challenging a parole revocation.

(E) Any other pleading/complaint filed by an offender/prisoner that is specifically referred in writing by a Judge to a Commissioner.

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**Twentieth Judicial  
District Court**

**Parishes of East Feliciana  
and West Feliciana**

All matters are randomly allotted.

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**CIVIL CASES**

All civil cases will be allotted as soon as they are filed. For this purpose, the clerks of court, or their appointed representatives, shall utilize either an electronic process or mechanical apparatus approved by the court which will contain an equal number of random chances for each division of the court. As each new petition is filed, the case shall be immediately allotted at random, utilizing the approved method, until all have been exhausted, at which time the electronic apparatus shall reprogram with equal random chances for each division of the court, or the mechanical apparatus shall be refilled with an equal number of random chances, and re-utilized. The method utilized for allotment shall be designed in such a manner that the assignment to divisions will be solely by chance. The drawing or allotment will take place publicly in the office of the clerk of court. The division to which each case is allotted will be inscribed immediately upon the petition and the copy that is to be served. After a civil case has been allotted, it will remain in the division to which it has been allotted unless it is transferred or consolidated in accordance with law.

**RECUSAL OF JUDGE IN CIVIL CASES**

**Section 1**

In the event that a motion to recuse the presiding judge to whom a civil case is assigned for a contradictory hearing, one of the other judges in Divisions "A" through "H" shall be assigned to hear the recusation proceedings through a random process.

**Section 2**

The judicial administrator or the designee of the judicial administrator shall maintain, for purposes of allotment of recusation hearings, a separate mechanical apparatus containing one chance for each division of the court. Once an order is signed granting a recusation hearing, the judicial administrator shall utilize this device to assign a judge to hear the recusation through a blind drawing from the mechanical apparatus a chance representing the division of court to which the recusation hearing shall be assigned. In the event that the chance of the division sought to be recused is drawn, the judicial administrator shall place this chance to the side, and shall then assign another division to the recusation hearing, and then replace the chance of the judge sought to be recused back into the mechanical apparatus.

**Section 3.**

The judicial administrator or the designee of the judicial administrator shall maintain a record of each chance so expended. When only one division's chance remains unexpended in the mechanical apparatus, one additional chance for each division shall then be redeposited into the mechanical apparatus, and the process of allotment shall continue, utilizing the same method.

**Section 4**

If the recusation is granted, the case shall be reallocated in accordance with this Appendix.

**Section 5**

In the event of the recusal of the presiding judge of Division "I," the juvenile division of this court, the clerk of court of the parish in which the case is pending shall re-allot such case to one of the remaining divisions of court, through a random process, which shall be designed to prevent any person from influencing the allotment of any such case. The random process shall, to the extent possible, assure that there is an equal number of cases allotted among each division of the court.

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**Twenty-Second Judicial  
District Court**

**Parishes of St. Tammany  
and Washington**

Amended effective March  
18, 2015; amended  
effective January 1, 2016;  
amended effective May 1,  
2022; amended effective  
January 1, 2025.

The Assisted Outpatient Treatment Court is established as a civil division, Specialty Court for the 22nd Judicial District Court, which is dedicated to the treatment of individuals with serious mental illness. Effective November 1, 2024, Division B is designated the Assisted Outpatient Treatment Court.

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**Twenty-Third Judicial  
District Court**

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

Amended effective March  
18, 2015; amended  
effective January 1, 2016.

Please see new Appendix 3.4 (“Court-Specific Rules Concerning Judges’ Use of Electronic Signatures”).

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**ALLOTMENT; DISABILITY OF JUDGE; TRANSFER; RECUSATION;  
CONSOLIDATION**

Section 1. All causes entered upon the five dockets shall be allotted by class upon filing in accordance with the following schedule:

CLASS I. Paternity suits, divorce, separation, annulment, partition of community property, adoption, and all rules relative to spousal support, child support, custody and all matters related to or incidental to domestic or family matters.

CLASS II. Expropriation, injunctions and habeas corpus matters (writ docket).

CLASS III. Damage suits, torts, and contracts (damage docket).

CLASS IV. Workmen's compensation suits.

CLASS V. Concursus proceedings, successions, tutorships, suits for change of name, commitments, interdictions, executory process, petitions for garnishments, petitions for making judgments executory, sequestrations, money demands, open accounts, suits to quiet title, notes, and suits for past due wages (miscellaneous docket).

Section 2. No cause shall be allotted which has not been regularly filed and docketed.

Section 3. Before allotment, any Judge of the Court may, as permitted by and in accordance with the provisions herein: render preliminary and interlocutory orders, grant conservatory writs and issue executor process in any case, without, however, preventing the regular allotment thereof; and before allotment, may, in his or her discretion and upon proper showing, grant an order for extension of time in which to plead. After allotment, any Judge of the Court may, where permitted by and in accordance with General Rule 8 of these rules and where permitted by law, render all such orders as are allowable "ex parte."

Section 8. Dismissal and Refiling of Suits to Avoid a Particular Judge.

**DISCIPLINARY ACTION**

There exists a presumption that any attorney who files, dismisses and refiles a suit within thirty (30) days is doing so for the express purpose of avoiding a particular judge. When a suit is refiled within this time period, it is to be reallocated to the original division and the second filing fee forfeited. This presumption may only be overcome by a showing made by the attorney that the dismissal and refile of said suit was not an attempt on his/her part to avoid a particular judge.

**MOTIONS TO SET; TRIAL DOCKETS**

Section 1. All cases that have been allotted and all proceedings in connection therewith may, at the discretion of the Division Judge, be set for trial upon written motion filed by the counsel seeking such trial. In this instance, the motion to set shall be accompanied by a certificate that all parties have answered or defaults have been taken against them, including third party defendants, all depositions and discovery have been completed and all medical treatments to date are complete and that all exceptions and preliminary matters have been disposed of, and the matter is ready for a pre-trial conference or to be set for trial.

A status conference for the purpose of selecting a trial date appropriately in the future, as well as cut off dates for witness lists, expert reports, and discovery. At this status conference a date for a pre-trial conference to occur shortly before trial may also be selected. The dates selected will be reduced to a scheduling order signed by the parties and the court.

**Twenty-Sixth Judicial  
District Court**

**Parishes of Bossier and  
Webster**

**Twenty-Seventh Judicial  
District Court**

**Parish of St. Landry**

Allotted in accordance with Code of Civil Procedure Article 253.1. All cases in the 27th Judicial District Court, criminal and civil alike, are randomly allotted equally between the four (4) judges. However, an exception exists for traffic, non support, protective order and juvenile matters, which shall be assigned month to month to the criminal judge on the criminal bench at the time of said allotment.

Once a case has been allotted to a particular division, all proceedings in that case shall be conducted by the judge to whom it is allotted, unless the case is consolidated into another division in accordance with these rules or the judge is recused. This rule shall not prevent a judge from conducting a hearing confirming a default judgment or hearing an uncontested matter in a civil matter allotted to another division.

The Clerk of Court shall develop a system of allotment that shall be open to public viewing.

When a motion to recuse is filed, a judge recuses himself, or a judge has been recused on the motion of any party, the case shall be referred to the appropriate judge under the following allotment procedure:

**REFERRAL OF RECUSAL**

Recusal Involving Judge of Division A	
Cases with Docket	Judge to Whom
Number Ending	Referred
1- 3	Div. B
4- 6	Div. C
7-10	Div. D

Recusal Involving Judge of Division B	
Cases with Docket	Judge to Whom
Number Ending	Referred
1-3	Div. C
4-6	Div. D
7-10	Div.A

Recusal Involving Judge of Division C	
Cases with Docket	Judge to Whom
Number Ending	Referred
1-3	Div. D
4-6	Div. B
7-10	Div. A

Recusal Involving Judge of Division D	
Cases with Docket	Judge to Whom
Number Ending	Referred
1-3	Div. A
4-6	Div. B
7-10	Div. C

**WITHDRAWAL OF RECORDS**

1. Any attorney admitted to practice law in Louisiana may withdraw any court record of an open or closed case without an order of Court. All other persons must secure a court order for withdrawal of a court record. A written receipt shall be given to the Clerk by the person withdrawing the record.
2. All court records that are withdrawn shall be returned to the Clerk's office within five (5) days after withdrawal, subject, however, to the exception set out in this rule.
3. Only an attorney of record may withdraw a civil suit within ten days of the trial or any hearing in

the case without an order of Court. The phrase "attorney of record" includes any member of the law firm of an attorney of record.

4. Paralegals, secretaries, law clerks, investigators and other representatives may withdraw records on behalf of attorneys upon presentation of a written request by the attorney to the Clerk of Court. These representatives shall be subject to all rules treating the subject of withdrawal of records.

5. Any civil law suit that is withdrawn within ten days of the trial or a hearing in the case must be returned to the Clerk's office within twenty four hours after withdrawal.

6. A civil suit cannot be withdrawn within twenty four hours of the trial or the hearing of the case except on written order of the Court.

7. Court reporters, docket clerks, and minute clerks may withdraw a civil suit at any time without an order of Court by giving a written receipt for it.

8. Anyone who violates the rules concerning withdrawal of civil suits may, in the discretion of the judges, forfeit his or her privilege of withdrawing civil suits in the future.

9. Records of allotted criminal cases shall not be withdrawn from the Clerk of Court's office without written authorization of a judge.

10. In non allotted cases, the criminal duty judge shall be empowered to grant the authorization for removal, and in his absence, any judge may grant the authorization.

11. The above provisions notwithstanding, those court records which have been ordered sealed by the Court pursuant to Louisiana Code of Civil Procedure 1426 or any other applicable law shall be so identified and are not to be unsealed, withdrawn or viewed without a written court order. The Clerk of Court shall designate a specific location as the repository of sealed court records and have the legal responsibility for the security and maintenance of the records as provided by Louisiana Code of Civil Procedure 251.

#### TRANSFER AND CONSOLIDATION OF CASES

When cases are consolidated, the cases shall be consolidated into the division bearing the lowest docket number. If the judge in whose division the cases are allotted should be recused, then it shall be consolidated into the next lowest number.

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**Twenty-Eighth Judicial  
District Court**

Single judge district.

**Parish of LaSalle**

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**Twenty-Ninth Judicial  
District Court**

**Parish of St. Charles**

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**Thirtieth Judicial District  
Court**

**Parish of Vernon**

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**Thirty-First Judicial  
District Court**

Single judge district.

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**Thirty-Second Judicial  
District Court**

**ALLOTMENT OF CASES**

**Parish of Terrebonne**

It shall be the duty of the Clerk of Court to publicly allot civil cases equally among the division of Court immediately following the filing of the cases.

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**Thirty-Third Judicial  
District Court**

All matters subject to random allotment to a particular division shall be made by the Clerk of Court in accordance with La. C.C.P. Art. 253.1.

**Parish of Allen**

All civil pleadings (except those cases filed under Title IV-D Social Security Act) shall be randomly allotted to a particular division before presentation of a pleading to any judge.

When cases assigned to different divisions of Court are consolidated for trial, they shall be consolidated under the lowest docket number and assigned to the division of Court to which said lowest docketed numbered case was assigned. An exception to this rule shall exist when, in the interest of efficient administration of justice and due to extensive pre-trial activity in one of the affected divisions of Court to the exclusion of others, the Judges of each division of Court shall certify the trial of the cases to a particular division of Court, after securing the consent of all parties in compliance with the requirements of LSA C.C.P. article 253.2. Additionally, where a petition for partition of community property is not filed in the divorce record of a case, it shall automatically be consolidated with any previously filed divorce proceeding and heard by the division of court to which the divorce has been assigned.

Juvenile proceedings shall not be randomly allotted to a particular division by the Clerk of Court. The District Attorney shall be responsible for docketing juvenile cases. However, each case shall remain in the division of first appearance. Additionally, every effort shall be made to keep matters involving members of the same family with the same division.

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**Thirty-Fourth Judicial  
District Court**

**ALLOTMENT OF CASES**

**Parish of St. Bernard**

Amended effective  
September 7, 2018.

1. All matters, civil and criminal, shall be allotted to a Division of the Court upon filing. The Clerk of Court shall use an electronic device which will equally, but at random, divide the cases between the Divisions of the Court. The Clerk of Court shall furnish to the Court a list of allotments monthly.

2. Once a civil matter has been allotted, all matters relative thereto shall be handled solely by the Judge of the Division to which it has been allotted, except that preliminary defaults, judgments by confirmation of default, and uncontested matters which appear in the nature of a confirmation of default may be taken before any Division regardless of allotment.

**JURY TRIALS**

A. All pleadings in cases in which a jury trial is requested shall be designated in capital letters "JURY TRIAL".

B. A juror may be excused from jury duty only by the judge of the division for which he has been summoned.

C. Request for jury trials shall be made in the manner and within the time provided by Civil Code of Procedure Article 1731, et seq.; and the party requesting same will be required to deposit cash in such amounts as set forth in Section F herein.

D. Each division shall call Civil Jury Terms at such intervals as are reasonably consistent with the relative number of jury and non-jury cases to be tried, and the composition of the jury shall be determined at the pre-trial conference.

E. Upon the fixing of a trial date for a jury trial by any of the Judges of this Court, the Clerk of Court will take the following action:

1. Notify the Jury Commission to proceed to draw a jury venire for that date.
  2. Advise all counsel in writing at least sixty (60) days before the day of trial, that the party requesting the jury trial will be required to pay the costs of serving the jury venire prior to the issuance of the summons; that the payment must be made thirty (30) days prior to trial; and the amount of payment required. The notice to all counsel, particularly counsel for the parties requesting the jury, must advise them that they will lose the date, as the court will not summon the jury venire if the payment is not made thirty (30) calendar days prior to the trial. This notice must be in **BOLD RED INK**.
  3. Advise the Court, as well as all counsel, when and if payment has been made.
  4. Send out jury notice if payment has been received, thirty (30) calendar days prior to trial. In the event of settlement or compromise of a jury case at least thirty three (33) days prior to trial, the Clerk will return the full deposit made for the summoning of the jury venire. In the event of settlement or compromise of a jury case between the 33rd day and 30th calendar day prior to trial, the Clerk will return the deposit less costs of preparing the summons of the jury venire. The party requesting the jury trial will not be entitled to a refund of any costs deposited for the serving of the venire once the 30 calendar day period has passed.
  5. If the Court has set more than one jury case on a particular date and if more than one case has deposited the cost, the Clerk will apportion the costs of serving the jury venire between all parties who have made deposits. In the event of settlement or compromise of a jury case within the last five (5) days prior to the date of trial, and before 4:00 P.M. on the day before the trial, the Clerk will notify the prospective jurors through code a phone and the party requesting the jury will not be cast for juror appearance fees.
  6. The party upon whose order the jury trial was granted shall be responsible for the payment of all accrued costs and expenses, including juror appearance fees, if the case is settled the morning of trial. If more than one case was set and all cases have been settled, the Clerk will apportion the costs between those cases. If a jury is used, then that case will bear all costs, and the deposit made for service of the venire will be returned to those cases who made the deposit and could not have the trial on that date.
- F. The party requesting the trial by jury shall deposit the sum of \$2,000.00 with the Clerk of Court for the cost of drawing the jury venire and issuing subpoenas to the prospective jurors no later than thirty (30) days prior to trial.
- G. Payment of jury fees contemporaneously with the jurors' performance of their jury service is essential to the proper administration of justice. Accordingly, a party requesting trial by jury shall deposit with the Clerk of Court, no later than one hour before the date set for trial, the following sums to be used for the payment of jury fees:
1. \$2,000.00 for the first day of the trial.
  2. \$400.00 for each additional day of the trial.

Within one hour before the commencement of court on each day that the trial continues, the party requesting jury trial shall verify with the Clerk of Court that a sufficient deposit is available for the payment of all jury fees. No trial by jury shall commence until this rule is complied with. Failure to comply with this rule shall constitute a waiver of the request for jury trial and a consent to trial of the case before the judge alone. The actual cost of the jury shall be assessed and paid as court costs, in the manner provided by law. If the party requesting the jury trial is not cast for all of the court costs, he is entitled to a full (or proportionate) refund of the deposit required by this when the court costs have been paid in full. The party requesting a trial by jury shall be responsible on a daily basis for all jury food expenses. When the funds are made available through the provisions of this rule, the Clerk of Court shall pay each juror the fees and costs to which he is entitled no later than upon completion of the trial.

H. Section E shall not apply to "in forma pauperis" suits. Any settlement of such suits shall provide for the payment of accrued costs.

I. Nothing herein contained shall be construed to prevent a litigant from proceeding "in forma pauperis" in a jury case without pre payment of costs or furnishing security for same.



Thirty-Sixth Judicial  
District Court

COURT DOCKETS

Parish of Beauregard

The Clerk of Court, with the advice of the Chief Judge, shall devise an arbitrary method for the assignment of cases between the existing divisions of Court to assure that both the civil and criminal case load is equally divided among the divisions and that forum selection by litigants is prevented. Capital criminal cases shall be assigned to the divisions of Court on a rotating basis; with the first capital criminal case indictment returned after January 1, 1997, being assigned to Division A, and subsequent cases assigned on a rotation based upon a chronological order determined by the date of the alleged offense.

Civil petit jury sessions shall be scheduled according to the discretion of the court after discussions with the Clerk of Court and shall be provided annually on a full calendar.

Where cases assigned to different divisions of Court are consolidated for trial, they shall be consolidated under the lowest docket number and assigned to the division of Court, to which said lowest docketed number case was assigned. An exception to this rule shall exist, when in the interest of the efficient administration of justice and due to extensive pre trial activity in one of the affected divisions of Court to the exclusions of others, the Judges of each division of Court affected by said consolidation shall certify the trial of the cases to a particular division of Court.

Thirty-Seventh Judicial  
District Court

Single judge district.

Parish of Caldwell

Thirty-Eighth Judicial  
District Court

Single judge district.

Parish of Cameron

Thirty-Ninth Judicial  
District Court

Single judge district.

Parish of Red River

Fortieth Judicial District  
Court

Allotment, Transfer and Consolidation of Civil Cases

Parish of St. John the  
Baptist

Amended eff. Aug. 1,  
2010.

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

B. Suits for executory process, collection suits, petitions to make judgments executory shall be given to the Duty Judge for the purpose of signing orders but shall not be allotted to a division until such time that a hearing or trial date is requested.

C. When two or more suits are pending in the court which involve a cause or causes of action of sufficient similarity to justify consolidation for trial, the following procedure shall govern:

1. If the suits are allotted to the same division, the judge of that division may order consolidation;

2. If the suits are allotted to different divisions, the division having the suit with the lowest number shall handle the matters, and all of the remaining suits shall be transferred to that division by written motion signed by the judge from whom the case is transferred and the judge to whom the case is transferred.

3. When a case is reallocated, the division from which the case is transferred shall be allotted the next suit filed which is of the same nature (tort, domestic, complex litigation, etc.) as the suit transferred. If more than one suit is reallocated from one or both of the other divisions, the transferring division(s) shall be allotted the same number of suits as transferred, from the next suit(s) filed which are of the same nature (tort, domestic, etc.) as the suits which are transferred.

D. When a judge to whom a case is allotted is recused for any reason provided by law, the case shall be immediately and randomly reallocated to a division over which the recused judge does not preside. The recused judge shall be allotted the next suit filed which is of the same nature (tort, domestic, complex litigation, etc.) as the suit from which he/she was recused.

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## **Civil District Court**

### **ALLOTMENT OF CASES**

#### **Parish of Orleans**

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

1. Non-domestic cases shall be allotted equally among the divisions handling such cases.

2. No case shall be allotted which has not been regularly filed and docketed.

3. To avoid confusion when divisions rotate in and out of the domestic relations section, cases shall be allotted to sections rather than to the divisions of court. Upon filing the first pleading, a case shall be randomly allotted either to section 5 through section 16 (non domestic cases) or to a domestic relations section. When a division ceases to be a domestic relations section, it shall be assigned those cases previously assigned to that division succeeding to the domestic relations section. The Clerk of Court shall publish conspicuously in the Clerk's Office the assignment of case sections to particular divisions of the court. The division shall handle the section cases assigned to it until a change in the assignment of cases in accordance with this Rule.

4. To achieve continuity of case management, and to avoid the appearance of forum shopping, it is the policy of the court that subsequent but related cases should be transferred to the division to which the original case was allotted, whether or not such earlier case is still pending. It shall be the duty of any attorney in such cases to call to the court's attention the existence of such earlier case. The following are examples of cases which ought to be transferred to the original division:

1. Subsequent cases between the same or related parties arising from the same incident or transaction including subsequently filed claims for contribution, indemnity, attorney fees, or penalties.

2. Domestic cases involving spouses between whom a prior case had been pending, even though terminated by reconciliation or otherwise dismissed, including subsequent cases for dissolution of the marriage, settlement of the community, alimony or custody.

3. Cases asserting the same claim, refiled after dismissal without prejudice either voluntarily or involuntarily.

4. Cases growing out of earlier cases, such as suits to enjoin executory process, to annul a judgment, suits claiming damage caused by the earlier proceeding (wrongful eviction, malicious prosecution, abuse of process, etc.).

5. Suits dismissed as premature when refiled.

6. Suits against a succession representative.

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

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

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

has been allotted.

## TRANSFER AND CONSOLIDATION

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

1. Cases involving multiple claimants arising from a common casualty.
  2. Claims for worker's compensation and damages by a claimant arising out of a single incident.
  3. Cases involving multiple accidents to one person with injuries that overlap, whether in tort or compensation.
  4. Multiple claims against a limited fund, such as an insurance policy or construction bond, where such claims are in conflict because they exceed the fund.
  5. Multiple claims growing out of a single construction contract.
  6. Multiple cases principally involving the same or similar legal issues, such as test cases with nominal parties.
  7. Expropriations of properties in a single public development where owned by the same owner in the same neighborhood. Where separate parcels are owned by different owners, the cases need not be consolidated.
2. In the event the judge of the division in which such cases would be consolidated is recused, the case with the lower number shall be reallocated and the cases consolidated in that division.
3. If the lower numbered case has been dismissed with or without prejudice or the judge has rendered a judgment before the subsequent case is filed, nevertheless, cases otherwise subject to consolidation shall be transferred and/or consolidated.

## HURRICANE KATRINA AND RITA CASES

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

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

- (1) When the petition is filed and a number is assigned to it, the matter shall be immediately set for a case management conference to be held forty-five (45) days thereafter.
- (2) Defendant(s) has the number of days to answer or file responsive pleadings provided by the Code of Civil Procedure. If requested, defendant(s) are allowed one fifteen (15) day extension.
- (3) At the Case Management Conference the parties will be given a Case Management Order with a Pre-Trial Conference date and a Trial Date. The parties's presence at the Case Management Conference will not be deemed to be an appearance if certain exceptions are pending.
  - (a) The Pre-Trial Conference shall be held ninety (90) days after the filing of the petition. At the Pre-Trial Conference all parties shall be prepared to discuss settlement.
  - (b) The trial shall be scheduled to take place within ninety (90) days of the Pre-Trial conference.
- (4) Discovery will take place as provided by the Code of Civil Procedure except that:
  - (a) Defendants shall propound written discovery in a timely manner so that plaintiff's discovery responses will be due no later than fifteen (15) days after the case management conference. Plaintiff(s) will be allowed only one seven (7) day extension to answer discovery, if requested.
  - (b) Plaintiff(s) shall propound written discovery to insure that defendant(s) discovery responses will be due fifteen (15) days after plaintiff(s)'. Defendant(s) will be allowed only one seven (7) day

extension to answer discovery, if requested.

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

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**Criminal District Court**

**Parish of Orleans**

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**Forty-Second Judicial  
District Court**

**Parish of DeSoto**

Adopted effective  
December 17, 2008

Those pleadings of uncontested matters not allotted that can be signed by either judge are: succession proceedings, tutorship proceedings, workmen's compensation settlements, settlements relating to the interest of minors, adoption proceedings, and executory proceedings. If a controversy arises in connection with these matters, it will be allotted in the same manner as is the filing of a new suit.

**ALLOTMENT OF CIVIL CASES**

Allotment of cases will be done through electronic means. The Clerk of Court, or a duly authorized Deputy Clerk, will input the required information into a computer program which will randomly allot the case to a division. Each case shall be allotted in a like manner. However, a summary matter in a pending case or in a case which has previously been allotted shall be assigned to the division to which it is initially allotted.

No case shall be allotted which has not been regularly filed and docketed.

Where a suit is filed, involving a summary matter, accompanied by a rule, as a rule for restraining order and injunctive relieve, child custody, support, alimony and the like, the suit will be filed with the Clerk of Court, docketed and allotted before being presented to a Judge, who shall then fix a hearing on the rule for the next court to be held in the Parish, within the time provided by law, by the Judge of the Division to whom the case has been allotted. The Judges of each Division may, in addition to his regularly scheduled terms of Court, designate two days each month for hearing such matters as are hereinabove referred to if such additional scheduling is necessary.

Succession proceedings, tutorship proceedings, workmen's compensation settlements, settlements relating to the interest of minors, adoption proceedings, and executory proceedings shall not be allotted to a division unless and until a controversy arises in connection therewith, at which time it will allotted in the same manner as is the filing of a new suit.

In case of absence or disability of the Judge to whose division a case has been allotted, or in the event of vacancy of his or her office, the other Judge of the Court shall be empowered to act in said case as fully as if it had been originally allotted to the division over which he or she presides until the absence or disability shall have ceased, or the vacancy shall have been filled.

After a case has been assigned, if it be dismissed for any reason and if filed again, it shall be heard by the Judge to whom it has been previously assigned, provided it be between the same parties and for the same object, or growing out of the same cause of action.

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