

TITLE II
Chapter 9 - Procedure
Rule 9.4 - Pleadings To Be Filed with Clerk; Prior or Multiple Filings of Pleadings
Appendix 9.4 - Presentation of Pleadings to the Court and Filing with the Clerk of Court

**First Judicial District
Court**

Parish of Caddo

All pleadings shall be taken to the clerk of court's office for filing. Initial filings, including all succession matters and minor's settlements, shall be filed with the clerk, randomly assigned a docket number, and assigned to a section of the court. The clerk shall then deliver all filings which have an attached order or judgment to the assigned judge. After acting on the requested relief, the assigned judge shall return the original filing to the clerk.

**Second Judicial District
Court**

**Parishes of Bienville,
Claiborne and Jackson**

Amended effective April
29, 2009; amended
effective March 15, 2023.

All initial pleadings must be presented to the Clerk of Court for filing and random allotment to a Division. Thereafter, the judge assigned to the Division will act on all filings requiring orders or settings, with the exception of those pleadings which may be presented to the duty judge.

**Third Judicial District
Court**

**Parishes of Lincoln and
Union**

All pleadings in allotted cases that require an order prior to rendition of judgment must be presented to the judge to whom the case has been allotted with appropriate designation of either the division or name of the judge appearing thereon.

All pleadings requiring the signature of a judge in cases which have not been allotted to a division, or pleadings in allotted cases after rendition of judgment, shall be filed in the office of the Clerk of Court and left there to be signed by the judge signing orders.

**Fourth Judicial District
Court**

**Parishes of Morehouse
and Ouachita**

Amended effective
November 15, 2023.

A. INITIAL PLEADINGS IN CIVIL CASES

All initial pleadings must be presented to the Clerk of Court for filing and random allotment to a Section. Thereafter, the civil judge assigned to the Section will act on all filings requiring orders or settings, with the exception of those pleadings which may be presented to the duty judge.

B. CIVIL ASSET FORFEITURE PROCEEDINGS PURSUANT TO LA. R.S. 40:2601, ET SEQ.

Recognizing that asset forfeiture proceedings brought pursuant to the "Seizure and Controlled Dangerous Substances Property Forfeiture Act of 1989," La. R.S. 40:2601, et seq., more commonly referred to as "civil asset forfeiture proceedings," are civil in nature and thus are assigned a civil docket number by the Clerk of Court and randomly allotted to a civil section, and further noting civil asset forfeiture proceedings are related to separate criminal proceedings, the following procedures shall apply:

1. The initial pleading in all civil asset forfeiture proceedings brought pursuant to La. R.S. 40:2601, et seq., shall contain the docket number of the related separate criminal proceeding and shall first be presented to the Clerk of Court for filing.

2. The Clerk shall assign a civil case docket number to the initial pleading, randomly allot to a civil section, and expeditiously deliver the pleading to the allotted judge.

3. The civil section judge to whom the matter is allotted shall determine the section of court to which the related criminal proceeding was allotted and prepare an "Order for Transfer" to transfer the civil asset forfeiture proceeding to the section of the court to which the criminal proceeding was allotted to be adjudicated by the judge presiding over criminal cases in that section. A fillable version of the "Order for Transfer" form may be found at: <https://www.4jdc.com/ordersforms>. Said "Order for Transfer" shall be signed by both judges and filed in the civil asset forfeiture record, with a copy filed in the related criminal record.

4. The pleadings filed pursuant to La. R.S. 40:2601, et seq., and this rule shall not be electronically filed by the Clerk until after the appropriate judge has acted upon the application.

**Fifth Judicial District
Court**

None.

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

**Sixth Judicial District
Court**

None.

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

**Seventh Judicial District
Court**

Successions may be delivered directly to Judge's Chambers. All others must be filed with Clerk of Court.

**Parishes of Catahoula
and Concordia**

**Eighth Judicial District
Court**

None.

Parish of Winn

**Ninth Judicial District
Court**

CIVIL AND DOMESTIC CASEFLOW MANAGEMENT PROCEDURES

Parish of Rapides

Effective date: April 15,
2010; amended effective
January 1, 2018.

All civil and domestic petitions must include a Civil Cover Sheet or Domestic Cover Sheet which shall be filed with the Clerk of Court. This cover sheet must be placed on top of the petition or motion so it is easily identifiable by all persons handling such paperwork. If the answering party/defendant disagrees with the case classification, he/she should request a telephone conference with the presiding judge of the section to which the case has been allotted.

All pleadings in allotted cases that require an order prior to rendition of judgment must be presented to the presiding judge of the division to which the case has been allotted. All pleadings requiring the signature of a judge in cases which have not been allotted to a division, or pleadings in allotted cases after rendition of judgment, shall be filed in the with Clerk of Court and left there to be signed by the duty judge.

All pleadings in allotted cases that require an order prior to rendition of judgment must be presented to the presiding judge of the division to which the case has been allotted.

Tenth Judicial District Court None.

Parish of Natchitoches

Eleventh Judicial District Court None.

Parish of Sabine

Twelfth Judicial District Court All pleadings submitted to the Court for consideration and/or signature shall first be filed with the Clerk of Court.

Parish of Avoyelles

Amended effective January 22, 2019.

Thirteenth Judicial District Court None.

Parish of Evangeline

Fourteenth Judicial District Court All initial pleadings must be delivered to the Clerk of Court for filing and allotment prior to presenting any order to a judge, except that initial pleadings with a pauper order should be presented to the duty judge before filing, provided that in Family Court, all initial pleadings and all pleadings requiring signing of an order should be delivered to the judges' chambers.

Parish of Calcasieu

Amended eff. Oct. 6, 2010; amended effective June 14, 2011; amended effective January 1, 2016. After allotment, a pleading with an order may be presented prior to filing to the duty judge if applicable or to the judge of the division to which the case is allotted. All pleadings filed in Drug, DWI, VTC, and/or MH Court cases must be presented prior to filing to the presiding judges of Division "DC", "DWI", "VTC", and "MH" and a copy must be sent to the assigned Drug Court, DWI Court, VTC Court, and/or MH Court Assistant DA.

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

Parishes of Acadia, Lafayette and Vermilion

Amended effective January 1, 2017; amended effective April 23, 2020.

CLERK'S CERTIFICATE OF PAYMENT OF COSTS

No motion to dismiss shall be presented for signing unless a certificate of payment of costs is attached to it at time of submission, certifying that the Clerk has received payment for costs of the matter.

SIGNING OF PLEADINGS

Anyone filing initial pleadings with the court, whether self-represented (pro se) or as counsel of record, shall include on such pleadings, under service information, the telephone number and email address of each defendant, if known.

Sixteenth Judicial District Court Pleadings in Succession and Tutorship matters and Domestic Abuse Restraining Orders are routinely presented to any Judge available in Chambers before filing with clerk. All other pleadings and Orders

Parishes of Iberia, St. Martin and St. Mary

must be filed with the Clerk of Court. All "pauper" proceedings must first be submitted to the Clerk.

Seventeenth Judicial District Court

None.

Parish of Lafourche

Eighteenth Judicial District Court

None.

Parishes of Iberville, Pointe Coupee and West Baton Rouge

Nineteenth Judicial District Court

Parish of East Baton Rouge

Entry deleted effective December 18, 2019.

Twentieth Judicial District Court

None.

Parishes of East Feliciana and West Feliciana

Twenty-First Judicial District Court

None.

Parishes of Livingston, St. Helena and Tangipahoa

Twenty-Second Judicial District Court

None.

Parishes of St. Tammany and Washington

Twenty-Third Judicial District Court

None.

Parishes of Ascension, Assumption and St. James

**Twenty-Fourth Judicial
District Court**

Parish of Jefferson

Amended effective January
1, 2025.

**Twenty-Fifth Judicial
District Court** None.

Parish of Plaquemines

**Twenty-Sixth Judicial
District Court** None.

**Parishes of Bossier and
Webster**

**Twenty-Seventh Judicial
District Court** None.

Parish of St. Landry

**Twenty-Eighth Judicial
District Court** All pleadings must be filed with the Clerk of Court.

Parish of LaSalle

**Twenty-Ninth Judicial
District Court** None.

Parish of St. Charles

**Thirtieth Judicial District
Court** None.

Parish of Vernon

**Thirty-First Judicial
District Court** None.

Parish of Jefferson Davis

Thirty-Second Judicial District Court None.

Parish of Terrebonne

Thirty-Third Judicial District Court None.

Parish of Allen

Thirty-Fourth Judicial District Court None.

Parish of St. Bernard

Thirty-Fifth Judicial District Court None.

Parish of Grant

Thirty-Sixth Judicial District Court

Parish of Beauregard

Amended effective August 27, 2021.

All filings are to be made first with the Clerk of Court, who attaches the filing to the full record and forwards it to the appropriate judge for signing any orders. Any filings sent directly to a judge's office will not be filed in the suit record. This filing requirement extends to memoranda and briefs required by the court rule or special court order in connection with an individual case. All filings are date and time stamped by the Clerk to determine compliance with any filing deadlines in connection with briefs and memoranda.

Thirty-Seventh Judicial District Court None.

Parish of Caldwell

Thirty-Eighth Judicial District Court Pleadings which are time sensitive should be filed with the clerk of court in order to be time stamped. Otherwise, pleadings may be delivered directly to the judge's office or to the clerk of court.

Parish of Cameron

Thirty-Ninth Judicial District Court None.

Parish of Red River

Fortieth Judicial District Court None.

Parish of St. John the Baptist

Civil District Court None.

Parish of Orleans

Criminal District Court Note: This Court does not preside over civil matters.

Parish of Orleans

Forty-Second Judicial District Court Contested proceedings must be presented to the Clerk for allotment. Uncontested pleadings may be delivered directly to a judge’s chambers.

Parish of DeSoto

Adopted effective
December 17, 2008
