

TITLE IV

Chapter: 24 Chapter Title: SCHEDULING HEARINGS AND TRIALS; ORDER OF BUSINESS

Rule No: 24.1

Order of Business

**1st Judicial District
Court**

RULE 1. DOCKET FOR FAMILY LAW SECTIONS

Parish of Caddo

Monday 9:30 Motion Hour
Consents *
Rules (Incidental Matters Only)
1:30 Interim Orders

Adopted effective
Jan. 1, 1994.

Tuesday 9:30 Motion Hour
Consents *
Rules (Incidental Matters Only)
1:30 Interim Orders

Wednesday 9:30 Motion Hour (Alternatively:
Consents * Judicial Commitments)
Confirmations *
Pre-Trial Conferences
Title IV-D AFDC Paternity Hearings

Thursday 9:30 Motion Hour
Consents *
Merits Trials (Includes Art. 102 Divorce Rules to Show
Cause, Fault Determination, Permanent
Alimony; Partition Suits, etc.)

Friday 9:30 Motion Hour
Arguments *
Consents *
Confirmations *

* Set by slip; all other hearings, rules and trials are set by written motion and order.

**1st Judicial District
Court**

RULE 11. PREFERENTIAL SETTINGS (FOR RULES AND TRIALS ON MERITS)

Parish of Caddo

1. The granting of a preferential setting and the date of hearing shall be at the discretion of the judge. Preferential settings shall be fixed by written motion and order only, and the motion shall set forth with particularity the grounds upon which the preference is sought. Once granted, the preferential setting primes all other cases on the rule or trial docket, with the exception of a carryover case.

2. [Pub. Note: There is no paragraph 2.]

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3rd Judicial District Court

RULE 2. TIME OF SESSIONS OF COURT

Parishes of Lincoln and Union

A. 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.

B. 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.

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

Amended effective
January 1, 2010

PLEASE NOTE: TEXT EFFECTIVE UNTIL JANUARY 1, 2010

D. For the processing of routine and unassigned cases in an expeditious manner, and for the efficient handling of assigned cases, the general activity and judicial duties in the courtrooms of Ouachita and Morehouse Parishes will be conducted as follows:

1. Courtroom No. 1, OUACHITA PARISH
 - a. Civil Motion Hour Mondays through Thursdays.
 - b. Hearings of civil motions and trials.
 - c. Hearings of other matters.
2. Courtroom No. 2, OUACHITA PARISH
 - a. Criminal jury trials.
 - b. Non jury trials in criminal cases.
 - c. Hearings of criminal motions.
 - d. Hearings of civil motions and trials.
3. Courtroom No. 3, OUACHITA PARISH
 - a. Hearings of civil and criminal motions.
 - b. Non Jury trials in civil cases.
 - c. Civil and criminal jury trials.
 - d. Hearings on other matters.
4. Courtroom No. 4, OUACHITA PARISH
 - a. Monday, Wednesday and Friday 8:30 o'clock A.M.--appearances under C.Cr.P.Art. 230.1.; Monday and Wednesday 9:00 o'clock A.M.--Hearings of criminal motions; 1:30 o'clock P.M.--Arraignments and bond return appearances.
 - b. Tuesday and Thursday 9:00 o'clock A.M.--Hearings of criminal motions in assigned cases; 1:30 o'clock P.M. or at end of trial docket--Misdemeanor and traffic trials.
 - c. Grand Juries will be impaneled and reports returned as scheduled.
 - d. Friday--Criminal matters as coordinated with the District Attorney.
5. Courtroom No. 5, OUACHITA PARISH
 - a. Civil jury trials.
 - b. Hearings of civil motions and trials.

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- c. Hearings of criminal motions.
- 6. Courtroom No. 6, OUACHITA PARISH
 - a. Criminal jury trials.
 - b. Civil jury trials.
 - c. Civil non-jury trials.
 - d. Hearings of criminal or civil motions.
- 7. Courtroom No. 7, OUACHITA PARISH
 - a. Civil non-jury trials.
 - b. Hearings of civil or criminal motions.
- 8. Auxiliary Courtroom, OUACHITA PARISH
 - a. All juvenile and non-support matters and activity as set forth hereinafter.
- 9. Main Courtroom, MOREHOUSE PARISH
 - a. All civil, criminal and juvenile matters and activity as set forth hereafter.
- 10. Auxiliary Courtroom, MOREHOUSE PARISH
 - a. All civil, criminal and juvenile court matters pre-scheduled or conflicting with Main Courtroom activity.

PLEASE NOTE: TEXT EFFECTIVE JANUARY 1, 2010

See Rule 35.0, section B. Scheduling of Hearing Officer Conference.

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**14th Judicial District
Court**

RULE 2. TERM OF COURT

Parish of Calcasieu

Section A. Court shall convene in the month of September of each year and shall remain in session throughout the year in accordance with the schedule to be prepared by the Court.

Section B. The court week begins on Monday. If Monday, or any other day on which court is scheduled to convene, is a legal holiday, court shall convene instead on the first legal day following. For any reason deemed sufficient, court may be adjourned before or extended beyond the expiration of the time allotted.

Section C. The Court may call a special session of court during vacation and any action, proceeding, or matter otherwise required by law to be tried or heard in Open Court during the regular session may be tried or heard during said special session.

**14th Judicial District
Court**

RULE 3. TIME OF SESSIONS

Parish of Calcasieu

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

Section B. 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.

Section C. The Duty Judge should not sign a continuance assigned to the other division when the presiding Judge is available. The presiding Judge shall always be contacted if at all possible, and if the presiding Judge will not be available within a reasonable time the Duty Judge has the discretion to make the decision on the continuance.

Section D. There will be no regular Duty Judge during Christmas and New Year's week, the Judge's Summer School, the Annual Spring Judge's Conference, the Louisiana State Bar Convention and the Judicial College in October. The Judges shall make adequate arrangements to handle Duty Judge matters during these particular weeks.

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

Amended effective
April 1, 2005;
Amended effective
October 31, 2007

Section A. The order of business on Family Docket rule days shall be as follows:

- (a) Reading of the minutes;
- (b) Filing of pleadings;
- (c) Judgments for signature, and judgments and opinions to be handled by the Court;
- (d) Motions and assignments of cases for trial;
- (e) Preliminary defaults;
- (f) Confessions of judgment, uncontested partitions and other matters except rules not at issue by answer or opposition;
- (g) Entering judgments of divorce and confirmations of default under C.C. Articles 102 and 103;
- (h) Trial of rules, exceptions or cases fixed on the docket.

In Acadia and Vermilion Parishes, cases to be tried on the merits may be fixed on any day, but on Rule days the order of business set out above and the trial of rules and exceptions shall take preference, except in Lafayette Parish where no cases will be fixed for trial on the merits on Rule days.

Section B. On Family Docket Rule days in any Parish, there shall be a morning hour where confirmations and other uncontested matters may be taken up commencing at 9:00 a.m. until 10:00 a.m., before the Hearing Officer. There will be no court reporter present and no record made of the proceeding. The only record will be a minute entry by the minute clerk. The Hearing Officer shall render a written recommendation substantially in compliance with Appendix 16 and the parties shall assent or object to the recommendations at the conclusion of the hearing. If either party objects, the matter shall be fixed on the docket of the appropriate division for the matter to be heard de novo. The hearing of rules shall commence at 10:00 a.m.

**21st Judicial District
Court**

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

RULE V-A. FAMILY COURT DIVISION

Section 4. Calling the Docket. Every attorney with a matter on the court docket shall be present in court at 9:30 a.m. at which time the judge will call the docket before taking confirmations. Each attorney shall be requested to give an accurate estimate of the time necessary for the presentation of his/her side of the case including cross examination of opposing witnesses. Contested matters will be heard beginning with the shortest case. Attorneys in contested matters shall sign in with the minute clerk prior to 9:30 a.m. If they are required to leave the courtroom they shall advise the clerk where they shall be. The clerk will send the bailiff to the location specified by the attorney when their rule is called.

Section 5. Children. Clients and witnesses shall be advised not to bring children to court, except for habeas corpus proceedings, or in unusual circumstances where the children may be called as witnesses. Children under twelve shall not be allowed in the courtroom without special permission of the court.

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**22nd Judicial District
Court**

**Parishes of St.
Tammany and
Washington**

Adopted effective
April 2, 2009

1. The Order of business on Family Court rule days shall be as follows:
 - a. Calling of the docket and assignment of pre-trial conferences;
 - b. Motions;
 - c. Pretrial conferences;
 - d. While the Judge is conducting pretrial conferences, the Hearing Officer shall receive stipulations of uncontested matters and evidence of confirmations of default under La. C.C. Articles 102 and 103;
 - e. Signing Judgments of divorce in uncontested matters; and
 - f. Trial of rules, exceptions or cases fixed on the docket.
 2. The Hearing Officer's recommendations on stipulations and confirmations of default shall be entered on Form G (See Appendix) and submitted to the Judge for approved signature.
 3. For matters that have not been resolved prior to the rule date, the parties shall appear in open court and may enter a written or oral stipulation, after being duly sworn, and after submission of Form G (See Appendix).
 4. Attorneys and all parties are to be present to answer the docket and appear at the Judge's pre-trial of all contested cases, beginning at 9:00 a.m., as called.
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**24th Judicial District
Court
Parish of Jefferson**

A. The Order of Business

Except in emergencies the court should give cases preference in the following order:

1. Any matters, whether criminal, domestic or civil, seeking injunctive or emergency relief such as expropriations, habeas corpus;
2. Interdiction;
3. Criminal cases;
4. Domestic cases;
5. Non-domestic civil cases.

B. Domestic Hearing Officer Conferences

1. Domestic hearing officer conferences will normally be scheduled on Monday through Friday from 8:00 a.m. to 4:30 p.m.
2. Domestic hearing officer conferences will normally be scheduled for one and one half (1½) hours, unless a party or counsel makes a written request for a conference period of up to two hours.
3. The hearing officer may, in his or her discretion, schedule additional conferences, hearings, rule dates as necessary.
 - a) If there are complicated or extraordinary issues that will require a longer hearing officer conference, the parties shall notify the hearing officer of this fact at the time the initial pleading is filed. Thereafter, the hearing officer will schedule a longer hearing officer conference to accommodate the issues in the case.
 - b) If the hearing officer determines that there exists a situation which demands immediate attention, the hearing officer may schedule the hearing officer conference at an earlier date at the request of the parties.
 - c) All attorneys shall bring their calendars to the hearing officer conference to facilitate in scheduling additional conferences or rule dates.
4. Attendance and participation at hearing officer conferences is mandatory for attorneys and litigants.
5. Motions to continue hearing officer conferences are discouraged. Where possible, no hearing officer conference should be continued except within the delays prior to the pre-set date before the district court or domestic commissioner.
6. When any matter set before the domestic hearing officer and the district court or domestic commissioner is completely resolved before the hearing date, the mover(s) or their counsel shall immediately notify the hearing officer and the district court or domestic commissioner, in writing, by fax or mail, that the matter has been resolved so that other matters may be set.
7. The written recommendation of the hearing officer shall contain all of the following:
 - a) A statement of the pleadings;
 - b) A statement of the findings of fact by the hearing officer;

Revised effective
May 25, 2005;
revised effective
January 1, 2007

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c) A statement as to the findings of law based on the pleadings and the facts, including his or her opinion thereon;

d) A proposed judgment.

8. Consent Judgments

a) Every effort will be made to reduce all agreements reached between the parties at the hearing officer conference to a consent judgment prepared contemporaneously with the hearing officer conference while the parties and their attorneys are present before the hearing officer.

i. The hearing officers will make every attempt to prepare these consent judgments for the parties during the hearing officer conference.

ii. The court will provide computers and printers to permit counsel of record to prepare these consent judgments before leaving the courthouse at times when the hearing officer is unable to prepare the judgment. The court encourages counsel to prepare these judgments before leaving the courthouse.

iii. All consent judgments which have been reduced to writing during the hearing officer conference shall immediately be presented to the domestic commissioner for signature and filed into the record; in any instance in which no domestic commissioner is available, before the duty judge.

b) All consent judgments which have not been reduced to writing during the hearing officer conference may be read into the record before the domestic commissioner immediately following the hearing officer conference; in any instance in which the domestic commissioner is unavailable, before the duty judge. Such consent judgments shall be reduced to writing, distributed between counsel and/or unrepresented parties, signed by all counsel of record, and/or parties, and submitted to the domestic commissioner for signature within ten (10) working days of the domestic hearing officer conference. Conflicts between the parties as to the contents of consent judgments shall be addressed by the hearing officer in the manner specified in these rules.

c) The domestic commissioner shall establish regular times throughout the day which are convenient to the domestic hearing officers' schedules to address consent judgments, default judgments and stipulations.

9. The domestic commissioner shall sign an interim judgment implementing the hearing officer recommendations pending the filing of an objection and hearing before the district court.

10. A copy of any written recommendations, orders, rulings, or judgments resulting from the hearing officer conference shall be provided to the parties and their counsel at the time of the conference, if present. Any party who disagrees with a recommendation, order, ruling or judgment resulting from the hearing officer conference shall file a written objection.

a) If all parties or counsel are present before the hearing officer, the objection shall be filed within three (3) days of receipt of the recommendation, order, ruling or judgment.

b) If neither party nor counsel is present before the hearing officer, the notice of the signed recommendations, orders, rulings or judgment shall be reduced to writing, filed in the record and mailed in conformity with La. R.S.13:717. Any objection shall be filed within three (3) days of receipt of the notice in conformity with La. R.S. 13:717.

c) The objection shall be heard by the district judge or domestic commissioner to whom the case is allotted

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as provided by these rules. The matter shall be heard by the district judge or domestic commissioner as a contradictory hearing wherein the judge or commissioner shall accept, reject, or modify in whole or in part the findings and recommendations of the hearing officer. The district judge or domestic commissioner may receive evidence at the hearing or remand the proceeding to the hearing officer, as set forth in Rule 23.

11. If no written objection is filed with the clerk of court as prescribed in Section E above, the recommendation, order or judgment, shall become a final judgment of the court and shall be signed by a district judge and appealable as a final judgment. The judgment, after signature by a district judge, shall be served upon the parties in accordance with law. The judgment shall be submitted by the party ordered by the hearing officer to do so. The duty to present a final judgment to the district court is incumbent upon the parties.

C. Duty Officers

Each week one district judge shall act as duty judge. The duty judge shall remain in the courthouse from 9:00 a.m. until 4:00 p.m. except for one and one-half (1½) hour lunch break. The duty judge should handle all matters on the domestic docket which would regularly be handled by the district judge to whom a case is allotted, in instances in which the district judge to whom a case is allotted is truly unavailable. Truly unavailable means not in the courthouse.

Comment

The language "and participation" that appears in Rule 24.1(B)(4) is new. It was adopted August 30, 2006. It became effective on January 1, 2007.

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

RULE 9.0 DAILY ORDER OF BUSINESS

To provide for the expeditious administration of justice, the court will, where practicable, maintain the following order of business:

Adopted effective
March 31, 2001.

- (a) Uncontested matters, including preliminary defaults.
 - (b) The trial of motions or exceptions that do not require the testimony of witnesses.
 - (c) The trial of motions or exceptions that require the testimony of witnesses.
 - (d) Trials on the merits.
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**28th Judicial District
Court** RULE 24.1 ORDER OF BUSINESS
Parish of LaSalle See Rule 9.0, above.

Adopted effective
March 31, 2001.
(NOTE: PAGE 696)

Family Court RULE 5. ORDER OF BUSINESS
For The Parish of
East Baton Rouge Section 1. The usual order of business for Open Court sessions shall be as follows, except Rule Day:

- A. Filings of pleadings;
- B. Preliminary defaults;
- C. Calling of the docket for the day;
- D. Confirmation of defaults and uncontested matters; and
- E. Trial of assigned cases or rules.
