

## TITLE IV

### Chapter: 25 Chapter Title: ALLOTMENT, REALLOTMENT AND TRANSFER OF CASES; FORM OF PLEADINGS

Rule No: 25.0

#### Allotment of Cases

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**7th Judicial District  
Court**

**RULE VII. ALLOTMENT OF CASES**

**Parishes of  
Catahoula and  
Concordia**

Section 2. No case shall be allotted which has not been regularly filed and docketed pursuant to Rule VI, except that in uncontested domestic matters not previously docketed and allotted, the original papers may be filed in open Court in either division, docketed and allotted to the division sitting at the time, and forthwith decided according to law.

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**11th Judicial District  
Court**

**RULE 15. DOMESTIC RELATIONS PROCEEDINGS**

**Parish of Sabine**

Section 2. When a suit for divorce has been filed in this district and any other ancillary proceedings directly connected with the original suit are filed thereafter, the subsequent action shall be filed in the original proceeding. Thus, the judge originally assigned the matter shall continue the proceeding until it is drawn to a conclusion.

Effective January 31,  
1997.

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**14th Judicial District  
Court**

To view the current Title IV Rules of the 14th JDC, click here  
<http://www.lasc.org/rules/dist.ct/14thJDCTABLETITILEIV.PDF>

**Parish of Calcasieu**

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**16th Judicial District  
Court**

**RULE 5A.2 ALLOTMENT OF FAMILY DOCKET CASES**

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

Family Docket cases shall be allotted to divisions of the court by the Clerk of Court of each parish in the same manner as allotment of other civil issues.

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##### 18th Judicial District Court

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

Amended Nov. 30,  
1988; amended  
effective Dec. 20,  
1996.

##### RULE 9. ALLOTMENTS

The allotment of civil cases shall be made by the Clerk of Court of each parish based on an exact record to be kept by the Clerk showing the date suit is filed and the date of allotment to each Division of Court.

Cases will be allotted in rotation by the Clerk of Court. Each Clerk of Court will prepare, three (3) months in advance, a staggered allotment system which will be inspected by the Judges periodically. The system will be kept in a locked vault and not permitted for viewing by any attorney or litigant, and shall be under the safekeeping of the Clerk of Court and his assigned authorized deputy clerk. An example of the staggered system is as follows:

D C B B

B B D A

A A C D

C D A C

The 2nd, 3rd, and 4th quarters of the year shall be staggered in an entirely different manner from the above.

The purpose of this system is to avoid the assignment of cases in a uniform manner which would permit litigants filing a suit to have advance notice of the rotation system thereby encouraging the practice of "Judge shopping".

Any officer of the Court who deviates from this system or who permits the litigant filing a suit to view this rotation system prior to the filing of the suit or to make copies thereof, or in any way to have advance notice of the suit he is presently filing or any suit subsequently filed, shall be cited for Contempt of Court and shall be tried and punished by the Judges of this District for such violation.

Cases shall be allotted as soon as a suit is filed, even when a rule to show cause is involved, with the exception of domestic relations cases, conservatory writs and executory process; the latter two will be signed prior to allotment, and then allotted. Domestic relations cases, with a rule to show cause involving property rights and/or custody of children, shall be signed by any of the three judges and then allotted to the Division of the judge who signs the order. That Judge will then be given credit for the allotment by striking his next assignment. This will be shown by accurate record on the staggered system.

Cases will not be transferred from one division to another without the joint consent of the Judges concerned, nor shall there ever be any allotment of cases by alternating from the consecutive order herein designated. This will be shown by accurate record on the staggered system.

Any judge may confirm a default although the case has been allotted to another judge. Although a compensation case has been assigned a number and a court, any judge may sign a compromise settlement where the case has not been tried. Where the case has been tried, the Trial Judge who heard the case shall sign the settlement.

The record kept by the Clerk for this purpose shall be open to inspection only by the court.

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**21st Judicial District  
Court**

##### **SPECIAL PROVISIONS IN FAMILY AND DOMESTIC CASES**

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

In domestic cases, all pleadings involving the same family units shall be allotted to the same division of court, under the process set forth in Appendix 9.3. When a petition in a civil divorce action, protective order case under Title 46 of the Revised Statutes, or a rule for support initiated by the State of Louisiana is filed, that matter shall be immediately allotted, and any subsequent filing in any of these types of proceedings shall be filed in the same proceeding as the pleading first filed.

Amended effective  
November 30, 2011

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##### 22nd Judicial District Court

##### Parishes of St. Tammany and Washington

Amended effective  
January 1, 2003.

Amended effective  
April 2, 2009;  
amended eff. Aug.  
23, 2010; amended  
effective January 1,  
2011; amended  
effective October 1,  
2012; amended  
effective April 17,  
2013.

##### A. Subject Matter Jurisdiction

The subject matter jurisdiction for Divisions K and L shall be limited to family and juvenile matters as provided by Article V. Section 15 (A) of the Constitution of the State of Louisiana and LA. R.S. 13:621.22.

General jurisdiction Divisions A through J shall continue to have subject matter jurisdiction over all district court matters, including family and juvenile matters.

##### B. Re-allotment of Existing Cases to Family Court

All existing family court matters shall be randomly re-allotted, beginning January 1, 2009, from Divisions A through J, to Divisions K and L, such re-allotment to occur as pleadings are filed. All new family court civil filings in St. Tammany and Washington Parishes, filed on January 1, 2009, and thereafter, shall be randomly allotted to Divisions K and L.

##### C. Re-allotment of Family Court Cases Due to Recusal

If the Judge of either family court, Division K or L, is recused from a case, the case will be allotted to the other family court division. In cases filed prior to January 1, 2009, if both judges of the family court, Divisions K and L, are recused from a case, the case will be re-allotted to the general jurisdiction division to which it was allotted prior to January 1, 2009. In new cases filed on January 1, 2009 and thereafter, the cases will be randomly re-allotted to one of the ten general jurisdiction divisions.

##### D. Juvenile Docket

All juvenile matters in St. Tammany and Washington Parishes, with the exception of the Child Support Enforcement Appeal Docket, effective January 1, 2012, shall be allotted to Division E, for a 3-year period, as per en banc order of the court, dated January 18, 2012.

##### E. Child Support Enforcement Appeal Docket (Title IV-D, Non-support)

The Child Support Enforcement Appeal Docket (also referred to as the Title IV-D or Non-Support Docket) shall be assigned to Division K effective June 1, 2012, as per en banc order of the court signed May 16, 2012.

##### F. Protective Order Appeal Docket

The Protective Order Appeal Docket shall be assigned to Divisions K and L on a random basis. All Protective Order Petitions will be assigned to the Commissioner's docket.

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##### 23rd Judicial District Court

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

Adopted effective  
Jan. 1, 1998.

##### RULE XV. CIVIL CASES

The Clerk of Court shall assign randomly to Divisions A, B, C, D and E all civil cases when any pleading is filed in accordance with Code of Civil Procedure Article 253.1. Civil cases will be randomly allotted in the following categories; 1) personal injury and maritime cases; 2) family cases, and 3) all other civil cases. In each category, each division shall be randomly allotted the same number of cases. In St. James Parish, all paternity and civil support cases filed by the State of Louisiana shall be assigned to Division B. In Assumption Parish, all paternity and civil and criminal support cases filed by the State of Louisiana shall be assigned to Division A. In Ascension Parish, all paternity and civil support cases filed by the State of Louisiana shall be assigned to Divisions C, D, and E.

In the event a judge recuses or is recused from a case, the case shall be re-allotted by the Clerk of Court in the presence of two (2) judges.

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##### 24th Judicial District Court

##### Parish of Jefferson

Effective Nov. 1,  
1990; amended  
effective April 1,  
1999; Revised  
effective May 25,  
2005

A. Domestic cases shall be allotted to divisions of the court by the clerk of court in the same manner as civil cases and shall be designated as domestic.

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

C. At the time of filing, each case shall be simultaneously assigned by random allotment to a district judge and a domestic commissioner.

D. Domestic hearing officers shall be assigned to district court divisions. Domestic hearing officer conferences for cases allotted to a division of district court will be conducted by the domestic hearing officer assigned to that division of court. If the assigned domestic hearing officer is truly unavailable any other domestic hearing officer may conduct the domestic hearing officer conference.

E. The proceeding first filed, unless abandoned or dismissed as a matter of law, shall be the proceeding for all subsequent litigation in the case. Upon filing, the clerk shall certify whether there are prior domestic pleadings filed between the same parties.

F. At the time an initial pleading in a domestic case is filed, the clerk of court shall provide the parties or their attorneys with the following forms: Notice of Hearing Officer Conference and Notice of Hearing Date of Suit, Hearing Officer Conference Order, Hearing Officer Conference Affidavit, and Statement of Income and Expenses in the manner set forth in Rule 24.0 (C) and (D).

G. Litigants represented by the Pro Bono Project, New Orleans Legal Assistance Corporation, New Orleans Family Services, Tulane Law School Clinic, Loyola Law School Clinic and litigants who are receiving public assistance or who qualify under La. C.C.P. Art. 5183 shall enjoy the rebuttable presumption of pauper status.

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**27th Judicial District  
Court**

**RULE 1. CASE ALLOTMENTS**

**Parish of St. Landry**

b. In criminal matters, all felony and misdemeanor cases shall be allotted by chance to the several divisions. However, all traffic cases, non support matters, protective orders, orders of protective custody and preliminary matters at magistrate's hearing will not be allotted and will be handled by the judge on the criminal bench at that time said matters are presented to said judge.

Amended effective  
July 1, 2003.

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**30th Judicial District  
Court**

**RULE I. ALLOTMENTS**

**Parish of Vernon**

Section 4. 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.

A suit to change custody or to amend alimony or child support payments should be assigned to the Judge of the division to which the case was originally allotted.

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**Civil District Court  
Parish of Orleans**

**RULE 6. ALLOTMENT OF CASES**

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

Section 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.

Section 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:

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.

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**Family Court  
For the Parish of  
East Baton Rouge**

To view the current Title IV Rules of East Baton Rouge Family Court, click here

<http://www.lasc.org/rules/dist.ct/EASTBATONROUGEFAMILYCOURTTITLEIV.PDF>

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