

TITLE IV

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

Rule No: 25.5

Signing Pleadings

**22nd Judicial District
Court
Parishes of St.
Tammany and
Washington**

Adopted effective
April 2, 2009

The general Twenty-Second Judicial District Court rules contained in Appendix 7 to Rule 9.4 of the Louisiana Rules of Civil Proceedings in District Courts, are to apply to the filing and walk through of all pleadings in Family Court, Divisions K and L.

Additionally, any pleading which a party requests be walked through to a Judge, must involve exigent circumstances warranting the immediate presentation to the Judge.

1. Existing Suits Allotted to Divisions K and L

If an attorney or member of his/her staff presents a pleading to file which involves exigent circumstances, they are to first get written approval to walk through by the division Judge, or his/her staff attorney. The attorney or staff member must then present the original pleading to the Clerk's office for filing and check-out the file for presentation to the Judge. After signature by the Judge, the pleading and file are to be returned to the Clerk's office by the attorney or staff member.

2. New Suits and Existing Suits Prior to Re-Allotment

If an attorney or member of his/her staff presents a pleading to file which involves exigent circumstances, they are to first present the original pleading to the Clerk's office for filing and allotment to a division. The attorney or staff member must then get written approval to walk through by the division Judge, or his/her staff attorney. The attorney or his/her staff member must then present the original pleading to the Judge for signature. If the pleading is to be filed in an existing suit, the file must be checked out and must accompany the pleading presented for signature. After signature by the Judge, the pleading and file are to be returned to the Clerk's office by the attorney or staff member.

3. Protective Orders

Protective Orders are allowed to be walked through without prior approval of the Judge, but must first be presented to the Clerk of Court's Protective Order Clerk prior to walk through.
