

TITLE IV

Chapter: 27 Chapter Title: PRE-TRIAL STATUS CONFERENCES

Rule No: 27.1

Scheduling

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

Effective January 1,
2010

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

**5th Judicial District
Court
Parishes of
Franklin, Richland
and West Carroll**

Amended effective
November 1, 2009

Rule 27.1. Scheduling

A. Original Fixing. Unless dispensed with by the Court in advance, the mover in a contested domestic relations case shall attach to the initial pleading an order and a fixing form setting a Pre-Trial Conference before the judge to whom the case has been divisioned. The judge will then set a date for the Pre-Trial Conference, which may be the next regularly-scheduled civil motion hour for that division in the parish where the case is pending. At the Pre-Trial Conference, the Court shall determine whether a hearing on the rule to show cause or trial on the merits is necessary, and if so, fix a trial date and may fix a Hearing Officer Conference. The Court may also issue an Interim Order to be in effect until the Hearing Officer Conference (if scheduled) or trial.

B. Pre-Trial Conference. At the Pre-Trial Conference, the Court may set the case for a Hearing Officer Conference, to take place at least ten (10) days before the hearing on the Rule to Show Cause or trial on the merits.

**14th Judicial District
Court
Parish of Calcasieu**

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

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**16th Judicial District
Court**

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

RULE 5A.4 HEARING OFFICER CONFERENCE

A. After filing initial pleadings on the Family Docket, all parties will be required to attend a Hearing Officer Conference with a Hearing Officer and to provide documentation to the Hearing Officer and the other party in accordance with any order(s) issued by a Hearing Officer. The office of the Hearing Officer shall issue or cause to be issued (1) an original Hearing Officer Conference Order, which substantially complies with Appendix I, and provide same to the appropriate individual in the office of the Clerk of Court to prepare certified copies for service on the parties, and (2) duplicate copies of the Hearing Officer Conference Affidavit, which substantially comply with Appendix II, and provide them to the Clerk of Court for service on the parties.

B. The initial Hearing Officer Conference will, to the extent feasible, be scheduled within twenty one (21) days following the rendition of the order scheduling a court hearing on the issues which should be considered in a Hearing Officer Conference. All parties shall be required to submit to the Hearing Officer, and other party/parties a completed Hearing Officer Conference Affidavit, substantially in compliance with Appendix II to this rule, together with all documentation ordered by the Hearing Officer Conference Order and the Hearing Officer Conference Affidavit, not less than five (5) days, exclusive of weekends and legal holidays prior to the Hearing Officer Conference. It is within the discretion of the Hearing Officer to permit a party to submit the Hearing Officer Conference Affidavit and its attachments later than five (5) days prior to the Hearing Officer Conference.

C. If there are complicated or extraordinary issues which will require a Hearing Officer Conference which is longer than what is usually and customarily scheduled by the Hearing Officer in each parish, the parties shall notify the Hearing Officer of this fact at the time the initial pleading is filed. Thereafter, the Hearing Officer may schedule a longer Hearing Officer Conference to accommodate the issues of the case.

D. If there exists a situation of immediate danger, the Hearing Officer Conference may be scheduled at an earlier date at the request of any party, or may, in the discretion of the Court, bypass the Hearing Officer Conference, taking into consideration the recommendation of the Hearing Officer.

E. At the Hearing Officer Conference, the Hearing Officer will make findings of fact and recommendations regarding the issues that are before the Court.

**16th Judicial District
Court**

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

RULE 5A.8 PARTITION OF COMMUNITY PROPERTY

A. At or about twenty one (21) days prior to any partition trial on the merits, counsel and the parties shall attend a Hearing Officer Conference to discuss the nature and basis of their claims and defenses.

B. The Hearing Officer(s) shall be responsible for the scheduling of the Hearing Officer Conference, and shall issue or cause to be issued any orders necessary to procure the attendance of the parties and the production of information and documentation necessary to address the issues.

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16th Judicial District Court
Parishes of Iberia, St. Martin and St. Mary

See Attached Appendix I

22nd Judicial District Court

Parishes of St. Tammany and Washington

Effective October 1, 2012; amended effective April 17, 2013.

A. Trial Docket/Special Settings

In both Divisions K and L, all partition trials, and all hearings which are anticipated to last two or more hours, are to be set on a trial docket/special setting.

In addition, in Division L, all fault trials and final periodic spousal support hearings are also to be set on a trial docket/special setting.

B. Scheduling Conference

Either party or the parties by joint motion shall file a motion for a scheduling conference. Upon written request made in advance and at the discretion of the trial judge, parties and/or attorneys may participate at the scheduling conference by telephone. Upon conclusion of the scheduling conference, a case management scheduling order (Appendix Form P or Q) will be prepared and will be forwarded to the parties or their counsel within three business days after the scheduling conference.

24th Judicial District Court
Parish of Jefferson

Revised effective May 25, 2005

A. A party requesting a pre-trial, scheduling or status conference must deliver the original and one copy of a motion to the clerk of court. The clerk of court shall file the original in the suit record, and route the copy to the judge or commissioner as to matters which are within the commissioner's area of responsibility.

B. The court or domestic commissioner, as to matters within his or her area of responsibility, shall set the conference at a time when the court or commissioner and both parties are available.

C. Notice of the date of the conference shall be mailed by the court or commissioner, where appropriate, to all counsel of record. The notice shall contain information about the pre-trial order if the court or commissioner requires that one be filed.

D. The conference may be held by any appropriate means, including in person, by telephone, or teleconference, at the direction of the court or commissioner where appropriate.

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**28th Judicial District
Court**

Parish of LaSalle

Adopted effective
March 31, 2001.

RULE 9.14 FIXING FOR TRIAL OR HEARING; SCHEDULING CONFERENCE

(a) The date on which a motion to fix for trial may be made and the method of setting a date for trial or hearing of a matter shall be determined as set forth in Appendix 7.

(b) Any party may request in writing, or the court on its own motion may order, a La. C.C.P. Art. 1551 scheduling conference between counsel and the court to whom the case has been allotted. A party requesting such a conference must deliver the original and one copy of the request to the clerk of court. The clerk of court shall file the original and one copy of the request to the clerk of court. The clerk of court shall file the original in the suit record, stamp "filed" on the copy, and route the copy to the assigned judge. Within 30 days after receiving a request for a scheduling conference, the court shall schedule a conference for the purpose of addressing those matters as set forth in La. C.C.P. Art. 1551. The scheduling conference may be held by any appropriate means, including in person, by telephone, or teleconference, at the direction of the presiding judge.

(c) Bench Trials.

(1) Bench trials shall be set for commencement on Tuesdays of the second, third or fourth weeks of each month, not to be in conflict with criminal jury terms. The selection of which particular week(s) in each month shall depend on the prior selection of Jury weeks.

(2) Bench trials shall be docketed in the order in which the motion requesting the setting is granted by the judge.

(3) In each week that bench trials are set, the entire week (beginning Tuesday) shall be reversed for the bench trials.

(4) Any bench trial that has not commenced prior to the end of the week shall be rescheduled for the next bench trial term as a preferential matter.

**28th Judicial District
Court**

Parish of LaSalle

Adopted effective
March 31, 2001.

RULE 27.1 SCHEDULING

See Rule 9.14, above.

**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>
