

# **TITLE IV**

## **Chapter: 35    Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS**

### **Rule No: 35.1**

#### **Notice and Exchange of Information**

**1st Judicial District  
Court**

**Parish of Caddo**

Adopted effective  
Jan. 1, 1994.

#### **RULE 12. ALIMONY AND CHILD SUPPORT**

1. At least forty-eight (48) hours prior to the time fixed for the trial of a rule or petition involving the award, increase, decrease, or termination of alimony and/or child support, each party shall file in the record a sworn affidavit executed by that party setting forth the following:

- (a) Total gross monthly income;
- (b) Itemized list of payroll deductions; and
- (c) Total itemized monthly expenditures, when appropriate.

The form to be used in filing the affidavit shall be substantially the same as that shown in Exhibit A.

Immediately thereafter, each party shall provide opposing counsel and/or party and the judge with a stamped copy of the affidavit.

2. The notice by the clerk of court to a defendant in rule respecting alimony and/or child support shall notify the party of the necessity of filing this affidavit and that his failure timely to do so will subject him to such appropriate sanction as the court may choose to impose. A copy of this Rule served with the rule or petition shall be sufficient notice. Failure to comply with this Rule may be a basis for dismissal or continuance of the rule or petition.

3. All pleadings to make executory alimony or child support judgments or in which a judgment of contempt is sought for failure to pay alimony or child support shall be accompanied by a sworn affidavit executed by the party filing the pleading, which shall be served upon the opposing party, setting forth the following:

- (a) A computation of the arrearage that has accrued under the judgment, and
  - (b) An itemized list of all credits to which the defendant in rule is entitled during the period of the arrearage.
-

## **TITLE IV**

### **Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS**

#### **Rule No: 35.1**

##### **Notice and Exchange of Information**

**3rd Judicial District  
Court  
Parishes of Lincoln  
and Union**

B. Alimony and Child Support. All rules and petitions involving the award, increase or decrease of alimony and/or child support shall be accompanied by a sworn affidavit executed by the party filing the pleading and shall be served upon the opposing party, setting forth the following:

- (a) Total gross monthly income.
- (b) Itemized list of total payroll deductions.
- (c) Total itemized monthly expenditures.

At least twenty-four hours prior to the time fixed for the trial of a rule, or with the answer to a petition, the defendant shall file in the record and with opposing counsel a sworn counter-affidavit attesting to the following itemized matters:

- (a) Total gross monthly income.
- (b) Itemized list of total payroll deductions.
- (c) Total itemized monthly expenditures.
- (d) An estimate of the amounts said party can pay.

A suggested illustrative but non-exclusive form for use by plaintiff and defendant appears as Appendix "A".

The citation by the Clerk of Court to a defendant respecting alimony and/or child support shall notify the party specifically of the necessity of filing this affidavit pursuant to this rule and further, that his failure timely to do so will subject him to such appropriate sanction as the court may choose to impose. A copy of this rule served with the rule or petition shall be sufficient notice. Failure to comply with this rule shall be basis for dismissal or continuance of the rule or petition, or, in the case of the defendant in rule, prohibition from presentment of argument or evidence.

---

# TITLE IV

## Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

Rule No: 35.1

### Notice and Exchange of Information

3rd Judicial District  
Court

Parishes of Lincoln  
and Union

#### APPENDIX A. EXPENSES ON A PER MONTH BASIS

\_\_\_\_\_  
VERSUS

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
DIVISION: \_\_\_\_\_

THIRD JUDICIAL DISTRICT COURT  
STATE OF LOUISIANA  
PARISH OF \_\_\_\_\_  
CIVIL DOCKET NO. \_\_\_\_\_

#### EXPENSES ON A PER MONTH BASIS

A. Total Gross Monthly Income \$ \_\_\_\_\_

B. Itemized Payroll Deduction

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

C. Total Net Monthly Income \$ \_\_\_\_\_

D. Monthly Expenditures

1. Housing \$ \_\_\_\_\_

2. Food & Household Supplies \$ \_\_\_\_\_

3. Clothing \$ \_\_\_\_\_

4. Transportation \$ \_\_\_\_\_

5. Medical & Dental \$ \_\_\_\_\_

6. Utilities (Electricity, Gas, Water & Telephone) \$ \_\_\_\_\_

7. Laundry & Cleaning \$ \_\_\_\_\_

8. Personal & Grooming Necessities \$ \_\_\_\_\_

9. Educational Expenses (School, lunch, books, etc.) \$ \_\_\_\_\_

10. Garnishments \$ \_\_\_\_\_

11. Fixed Obligations

(Finance company, bank loan, etc.) \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

12. Miscellaneous Expenses

(incl. Attorney's fees) \$ \_\_\_\_\_

Total Monthly Expenditures \$ \_\_\_\_\_

E. Estimate of amount defendant in rule can pay  
(to be filled in by defendant in rule ONLY) \$ \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Defendant in Rule

Sworn to and subscribed before me, Notary Public, on this \_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
Notary Public

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

#### Notice and Exchange of Information

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

Amended April 7,  
2009, effective  
January 1, 2010

In all spousal and child support cases, counsel and/or the parties shall submit all documentation ordered by the Hearing Officer Conference Order and shall file the Hearing Officer Conference Affidavit using 4th JDC Family Docket Form 02.0, which can be found at <http://www.4jdc.com/familycourt.htm>, as required by Rule 35.0(B)(2).

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

Amended effective  
November 1, 2009

#### Rule 35.1. Notice and Exchange of Information

A. Spousal Support. All pleadings for spousal support shall be accompanied by a sworn affidavit executed by the party filing said rule or petition, an attested copy of which shall be served upon the defendant, setting forth an itemized list of the following:

- 1) Total gross monthly income.
- 2) Itemized payroll deductions.
- 3) Total itemized monthly expenditures.
- 4) Itemization of assets and their liquidity.

Prior to the time fixed for trial or Hearing Officer Conference (if scheduled), or with the answer filed by the defendant, whichever is earlier, the defendant shall file in the record and with opposing counsel, a sworn affidavit setting forth the above itemized list as required of the petitioner or mover.

B. Child Support. In all pleadings for child support, increases or decreases thereof, each party shall file a verified income statement as required by R.S. 9:315.2 showing gross income and adjusted gross income. The verified income statements must be filed at least five (5) days prior to the time of the trial, or Hearing Officer Conference, and a copy of the statement shall be provided to the other party. Supporting documentation, including each party's most recent federal tax return, shall be provided to the other party, at that time, but shall not be filed.

C. Contempt Rules. All pleadings to make executory spousal support or child support judgments or in which a judgment of contempt is sought for failure to pay spousal support or child support shall be accompanied by a sworn affidavit, executed by the party filing the pleadings, which shall be served upon the opposing party, setting forth the following:

- 1) A computation of the arrearage that has accrued under the judgment, and
- 2) An itemized list of all credits to which the defendant in rule is entitled during the period of the arrearage.

D. Notice By Clerk. A copy of this court rule shall be provided the clerk by the attorney for mover and said copy served with the rule or petition shall be sufficient notice. Failure to comply with this rule may be a basis for dismissal or continuance of the rule or petition, or may cause the Court to disallow the introduction of evidence or argument by the party failing to comply.

# TITLE IV

## Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

### Rule No: 35.1

#### Notice and Exchange of Information

6th Judicial District  
Court

Parishes of East  
Carroll, Madison  
and Tensas

Effective March 1,  
1995.

#### RULE XX. SPOUSAL SUPPORT AND CHILD SUPPORT

A. All pleadings for spousal support shall be accompanied by a sworn affidavit executed by the party filing said rule or petition, an attested copy of which shall be served upon the defendant, setting forth an itemized list of the following:

1. Total gross monthly income.
2. Itemized payroll deductions.
3. Total itemized monthly expenditures.
4. Itemization of assets and their liquidity.

Prior to the time fixed for trial of a rule, or with the answer filed by the defendant, whichever is earlier, the defendant shall file in the record and with opposing counsel, a sworn affidavit setting forth an itemized list as required of the petitioner or mover.

B. In all pleadings for child support, increases or decreases thereof, each party shall file a verified income statement as required by R.S. 9:315.2 showing gross income and adjusted gross income, together with documentation of current and past earnings. The documentation shall include a copy of each party's most recent federal tax return. The verified income statements must be filed at least seven (7) days prior to the time of the rule or trial. A copy of the statement and documentation shall be provided to the other party.

C. All pleadings to make executory spousal support or child support judgments or in which a judgment of contempt is sought for failure to pay spousal support or child support shall be accompanied by a sworn affidavit, executed by the party filing the pleading, which shall be served upon the opposing party, setting forth the following:

1. A computation of the arrearage that has accrued under the judgment, and
2. An itemized list of all credits to which the defendant in rule is entitled during the period of the arrearage.

D. The notice by the clerk of court to a defendant in rule respecting spousal support and/or child support shall notify the party of the necessity of filing the applicable affidavit and/or documentation and that his failure timely to do so will subject him to such appropriate sanction as the court may choose to impose. A copy of this court rule shall be provided the clerk by the attorney for mover and said copy served with the rule or petition shall be sufficient notice. Failure to comply with this rule may be a basis for dismissal or continuance of the rule or petition, or may cause the Court to disallow the introduction of evidence or argument by the party failing to comply.

## **TITLE IV**

### **Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS**

#### **Rule No: 35.1**

#### **Notice and Exchange of Information**

**8th Judicial District  
Court  
Parish of Winn**

#### **RULE XVII. DOMESTIC RELATIONS**

The following rules shall be observed with respect to domestic cases:

C. All pleadings for spousal support shall be accompanied by a sworn affidavit executed by the party filing said rule or petition, an attested copy of which shall be served upon the defendant, setting forth an itemized list of the following:

1. Total gross monthly income.
2. Itemized payroll deductions.
3. Total itemized monthly expenditures.
4. Itemization of assets and their liquidity.

Prior to the time fixed for trial of a rule, or with the answer filed by the defendant, whichever is earlier, the defendant shall file in the record and with opposing counsel, a sworn affidavit setting forth an itemized list as required of the petitioner or mover in "C" above.

---

**9th Judicial District  
Court  
Parish of Rapides**

#### **RULE XI. DIVORCE AND SEPARATION**

The following rules will be observed with respect to divorce and separation cases:

Revised effective  
Nov. 16, 2005

E. In all rules for alimony all parties shall make an itemized list of income and expenses which list must be sworn to by the parties and shall be exchanged by opposing counsel before 12:00 Noon on Wednesday preceding the Monday the rule is set for hearing.

F. Any party failing to abide by these rules shall be subject to sanctions by the Court.

---

# TITLE IV

## Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

### Rule No: 35.1

#### Notice and Exchange of Information

**10th Judicial District  
Court**

**Parish of  
Natchitoches**

ADOPTED BY  
DIVISION "B",  
TUESDAY, MARCH  
25, 2003. Effective  
April 28, 2003

#### RULE 24. SEPARATION AND DIVORCE CASES

Section 1. The following rules shall be observed with respect to separation and divorce cases:

(d) All pleadings for alimony and child support, increases or decreases thereof, will be accompanied by a sworn affidavit executed with and filed by the party filing said rule or petition, an attested copy of which shall be served upon the defendant, setting forth an itemized list of the following:

1. Total gross monthly income.
2. Itemized list of payroll deductions.
3. Total itemized monthly expenditures.

E. In all rules for alimony all parties shall make an itemized list of income and expenses which list must be sworn to by the parties and shall be exchanged by opposing counsel before 12:00 Noon on Wednesday preceding the Monday the rule is set for hearing.

---

**13th Judicial District  
Court**

**Parish of Evangeline**

Adopted Effective  
May 1, 2003.

#### RULE 9. DOMESTIC CASES: ALIMONY AND CHILD SUPPORT

Section a. Any pleading in which a litigant seeks an award for alimony or child support, or an increase or decrease in an award for alimony or child support, shall be accompanied by a sworn affidavit in the form contained in Form 1 herein. At least 24 hrs. prior to the time fixed for hearing of the request for alimony or child support, or an increase or decrease therein, the opposing party shall file a counter affidavit of his or her financial condition in the form contained in Form 2 herein. Whenever the assets (other than income) of either party is relevant to a determination of alimony or child support, the affidavit shall also contain a list of affiant's assets.

A copy of each affidavit required by this rule shall be delivered to opposing counsel, to the Judge to whom the matter is assigned when the original is filed in the record.

c. Change of Address of Defendant or Payee

Both parties in a court ordered support matter are responsible for notifying the Court in writing through there regional support enforcement Services Office of any change of address or place of employment.

---

# TITLE IV

## Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

Rule No: 35.1

### Notice and Exchange of Information

13th Judicial District  
Court

Parish of Evangeline

Adopted effective  
January 2, 1991.

#### FORM 1. AFFIDAVIT

BEFORE ME, the undersigned authority, personally came and appeared the undersigned, who, being by me first duly sworn, did depose and say that the following is a true and correct statement of affiant's monthly income and expenses:

#### INCOME AND EXPENSES ON A PER MONTH BASIS

A. Total Gross Monthly Income	\$ _____	
B. Itemized Payroll Deductions:	\$ _____	
	\$ _____	
	\$ _____	
Total Monthly Payroll Deductions	\$ _____	
Garnishments or Assignments	\$ _____	
C. Total Net Monthly Income	\$ _____	
D. Total Present Monthly Expenditures:	Parent's Share	Child or Children's Share
1. Housing	\$ _____	\$ _____
2. Food and Household Supplies	\$ _____	\$ _____
3. Clothing	\$ _____	\$ _____
4. Transportation	\$ _____	\$ _____
5. Medical and Dental	\$ _____	\$ _____
6. Utilities (Electricity, Gas, Water and Telephone)	\$ _____	\$ _____
7. Laundry and Cleaning	\$ _____	\$ _____
8. Personal and Grooming Necessities	\$ _____	\$ _____
9. Education Expenses (School, lunch, books, etc.)	\$ _____	\$ _____
10. Insurance		
Car	\$ _____	\$ _____
Home	\$ _____	\$ _____
Health	\$ _____	\$ _____
Life	\$ _____	\$ _____
11. Miscellaneous Expenses		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
12. Total	\$ _____	\$ _____
E. Estimate of amount defendant in rule can pay (to be filled in by defendant in rule ONLY)		\$ _____
F. Estimate of needs of plaintiff in rule		\$ _____

\_\_\_\_\_  
Affiant

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 1985.



## **TITLE IV**

**Chapter: 35    Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS  
ANCILLARY TO CIVIL DIVORCE  
PROCEEDINGS**

**Rule No: 35.1**

**Notice and Exchange of Information**

---

Notary Public

---

# TITLE IV

## Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

### Rule No: 35.1

#### Notice and Exchange of Information

13th Judicial District  
Court

Parish of Evangeline

Adopted effective  
January 2, 1991.

#### FORM 2. AFFIDAVIT OF FINANCIAL CONDITION

1. Full Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
(House or Box Number) (Street)  
\_\_\_\_\_  
(City or Town) (State)
3. Telephone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)
4. Birth Date: \_\_\_\_\_ (Month, Date, Year) SS No. \_\_\_\_\_
5. Place of Birth: \_\_\_\_\_  
(City) (State)
6. Marital Status: single \_\_\_\_; married \_\_\_\_;  
separated \_\_\_\_; divorced \_\_\_\_;  
widowed \_\_\_\_.
7. Furnish the following information if you are presently employed:  
Name of employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Length of employment: \_\_\_\_\_  
Wages: Weekly \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_
8. If married and living with spouse:  
Spouse's name: \_\_\_\_\_  
Name and address of employer: \_\_\_\_\_  
\_\_\_\_\_  
Earnings of spouse: Weekly \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_
9. Are you buying your home? Yes \_\_\_\_ No \_\_\_\_  
Address: \_\_\_\_\_  
Value of home: \$ \_\_\_\_\_ Balance owed: \$ \_\_\_\_\_
10. Do you own or have an interest in any other land?  
Yes \_\_\_\_ No \_\_\_\_  
If answer was yes, state the nature of the property and its value.  
\_\_\_\_\_  
\_\_\_\_\_
11. Do you own or have an interest in any of the following:

a. Automobile	Yes ____ No ____ Value _____
b. Mobile Home	Yes ____ No ____ Value _____
c. Boat	Yes ____ No ____ Value _____
d. Livestock	Yes ____ No ____ Value _____
e. Machinery	Yes ____ No ____ Value _____
f. Stocks	Yes ____ No ____ Value _____
g. Bonds	Yes ____ No ____ Value _____
h. Certificates of deposit	Yes ____ No ____ Value _____
i. Bank accounts	Yes ____ No ____ Value _____
j. Savings accounts	Yes ____ No ____ Value _____
12. Is anyone dependent upon you for support? \_\_\_\_\_  
If answer is yes, state their names, ages and relationship.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. List any debts you may have:

Creditor	Amount Owed
_____	_____

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

#### Notice and Exchange of Information

_____	_____
_____	_____
_____	_____

15. \*Do you have any income or asset which is not shown above?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain fully.

\_\_\_\_\_

16. Has your attorney explained to you or are you aware that it is a crime for which you could be sent to the penitentiary if you have intentionally given a false answer to any of the above?

(R.S. 14:123) Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Mover

STATE OF LOUISIANA PARISH OF \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared, \_\_\_\_\_, who, after being duly sworn, deposed and said that (he) (she) is the person who furnished the information contained in the above form; that (he) (she) has signed same; that the information contained therein is true and correct; that this information is being furnished to the 29th Judicial District Court for the purpose of inducing a judge thereof to

- \_\_\_\_\_ (a) allow filing in forma pauperis  
\_\_\_\_\_ (b) appoint an attorney to represent mover

\_\_\_\_\_  
Mover

SWORN TO AND SUBSCRIBED before me, Notary Public, at \_\_\_\_\_, Louisiana, this \_\_\_\_ day of \_\_\_\_\_, 1985.

\_\_\_\_\_  
Notary Public

STATE OF LOUISIANA PARISH OF ST. CHARLES

BEFORE ME, the undersigned authority, personally came and appeared \_\_\_\_\_, who being duly sworn deposed and said:

That \_\_\_\_\_ knows \_\_\_\_\_, who is the petitioner in the above captioned matter and knows \_\_\_\_\_ financial condition, and \_\_\_\_\_ firmly believes that \_\_\_\_\_ is unable to pay the costs of this cause in advance or as they accrue or to furnish security herefore.

\_\_\_\_\_  
Mover

SWORN TO AND SUBSCRIBED before me this \_\_\_\_ day of \_\_\_\_\_, 1985, at Hahnville, Louisiana.

## **TITLE IV**

### **Chapter: 35    Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS**

**Rule No: 35.1**

#### **Notice and Exchange of Information**

---

Notary Public

\* Pub. Note: There is no 14.

---

**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>

---

# TITLE IV

## Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

### Rule No: 35.1

#### Notice and Exchange of Information

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

As Amended October  
31, 2007; amended  
effective August 18,  
2009.

Five (5) days prior to the Hearing Officer Conference, the parties shall submit to the Mandatory Child Support Checklist and the Mandatory Spousal Support Checklist. Further, where child support or spousal support is an issue, both parties shall submit to the Hearing Officer the following items:

- (a) A current Income and Expense Declaration Statement substantially in compliance with Appendix 4 when spousal support is at issue and/or if child support is at issue and the parties' combined adjusted gross income exceeds the highest level specified in the schedules contained in R.S. 9:315.19 or if a party is seeking a deviation from the child support guidelines.
- (b) The last two (2) years of their state and federal income tax returns, including all attachments, specifically all schedules, W-2 forms, 1099 forms and amendments.
- (c) The last four (4) pay check stubs. In the event no pay check stubs are available, other appropriate documentation shall be attached.
- (d) Any information concerning health insurance, including proof of health insurance such as cards or policies and the cost of the health insurance.
- (e) Any information concerning day care costs, including proof of costs such as the day care fee schedule and canceled checks for at least four (4) months if available.

If a party is self-employed or employed by a closely held business entity in which the party has an ownership interest, then ten (10) days prior to the Hearing Officer Conference that party shall submit to the opposing party in accordance with La. R.S. 9:315.2 and/or 9:326, suitable documentation, which shall include but is not limited to the last three (3) personal and business state and federal income tax returns, including all attachments and all schedules, specifically Schedule K-1 and W-2 forms, 1099 forms, and amendments, the most recent profit and loss statements, balance sheets, financial statements and quarterly sales tax reports, and the previous twelve (12) months of personal and business bank account check registers, bank statements, canceled checks, receipts, expenses, and business credit card statements. Except for good cause shown, prior to the scheduled Hearing Officer Conference, counsel and/or the parties shall meet jointly, in person, to discuss their respective positions with regard to the income of the party who is self-employed or who is employed by a closely held entity in which the party has an ownership interest. However, under no circumstances shall an attorney be compelled to meet with an unrepresented party. At the Hearing Officer Conference, each party must be prepared to support with documentation their respective positions with regard to the income of the party who is self-employed or who is employed by a closely held entity in which the party has an ownership interest.

It shall not be necessary to file a pre trial brief in connection with rules for spousal support or child support, unless there are unusual or complicated issues of law or fact to be considered or unless a party is seeking a deviation from the child support guidelines as set forth in R.S. 9:315, et seq.

## **TITLE IV**

### **Chapter: 35    Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS**

#### **Rule No: 35.1**

##### **Notice and Exchange of Information**

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

In all alimony cases, counsel shall file a financial declaration of the client on forms to be supplied by the office of the Clerk of Court. In all child support cases, counsel shall file the worksheet required by LSA-R.S. 9:315.2. These affidavits shall serve as pre-trial memoranda if the only contested issues are the amounts of alimony and/or child support.

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

#### Notice and Exchange of Information

17th Judicial District  
Court  
Parish of Lafourche

#### RULE VIII. SWORN AFFIDAVITS ON RULES FOR ALIMONY AND CHILD SUPPORT

(A) All motions respecting the awarding, increase or decrease of alimony and/or child support shall be accompanied by a sworn affidavit executed by the party filing said rule and served upon the defendant in rule setting forth an itemized list of the following:

- (a) Total gross monthly income.
- (b) Itemized list of total payroll deductions.
- (c) Total itemized monthly expenditures.

(B) Not less than twenty four (24) hours prior to the time fixed for the trial of the rule, the defendant in rule shall file in the record and with opposing counsel, a sworn counter affidavit attesting to the following itemized matters, to wit:

- (a) Total gross monthly income.
- (b) Itemized list of total payroll deductions.
- (c) Itemized list of monthly expenditures.
- (d) An estimate of the amount said party can pay.

(C) The following form is recommended for use in filing the affidavit above referred to:

_____	17th Judicial District Court
VS. NO.	Parish of Lafourche
_____	State of Louisiana

FILED OF RECORD: \_\_\_\_\_

A. Gross monthly income:

Source	Amount
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

B. Itemized payroll deductions:

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_ (Garnishments)

Total monthly payroll deductions: \$ \_\_\_\_\_

C. Net Income (Total) \$ \_\_\_\_\_

D. Monthly living expenses (Exclude Fixed Debt List actual expenditures only, do not list future, anticipated or speculative expenses.)

1. Rent Mortgage note	\$ _____
2. Food	\$ _____
3. Household supplies	\$ _____
4. Clothing	\$ _____
5. Transportation	
Fuel	\$ _____

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

##### Notice and Exchange of Information

Car Note	\$ _____	\$ _____
6. Medical		\$ _____
7. Dental		\$ _____
8. Utilities		\$ _____
Electric	\$ _____	
Gas	\$ _____	
Water	\$ _____	
Telephone	\$ _____	\$ _____
9. Laundry		\$ _____
10. Personal		\$ _____
11. Insurance		
Type	Premium	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
12. Educational Expenses		
Type	Premium	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
13. Other expenses		
Type	Premium	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Total Monthly Living Expenses		\$ _____
E. Fixed Debt (Other than mortgage/car note listed above.)		
	BALANCE	MONTHLY
OBLIGEE	DUE	PAYMENT
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total Fixed Debt		\$ _____
F. TOTAL EXPENSES		\$ _____
G. Estimate of amount that defendant		\$ _____
in rule can pay.		
(To be filled in by defendant in rule only.)		

\_\_\_\_\_  
PARTY

SWORN TO AND SUBSCRIBED before me, Notary Public, on this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC



## **TITLE IV**

**Chapter: 35    Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS  
ANCILLARY TO CIVIL DIVORCE  
PROCEEDINGS**

**Rule No: 35.1**

**Notice and Exchange of Information**

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

#### Notice and Exchange of Information

18th Judicial District  
Court

Parishes of Iberville,  
Pointe Coupee and  
West Baton Rouge

Added March 1, 1983.

#### RULE 16. SWORN AFFIDAVITS ON RULES FOR ALIMONY AND CHILD SUPPORT

It is required that rules respecting the awarding, increase or decrease of alimony and/or child support be accompanied by a sworn affidavit executed by the party filing said rule and served upon the defendant setting forth an itemized list of the following:

- (a) Total gross monthly income
- (b) Itemized list of total payroll deductions
- (c) Total itemized monthly expenditures.

It is further required that at least twenty four (24) hours prior to the time fixed for the trial of a rule, the defendant in rule file, in the record and with opposing counsel, a sworn counter affidavit attesting to the following itemized matters, to wit:

- (a) Total gross monthly income
- (b) Itemized list of total payroll deductions
- (c) Itemized list of monthly expenditures
- (d) An estimate of the amount said party can pay.

The following form is recommended for use in filing the affidavit above referred to:

\_\_\_\_\_ : SUIT NUMBER \_\_\_\_\_  
\_\_\_\_\_ : 18th Judicial District Court  
VS. NO. : Parish of \_\_\_\_\_  
\_\_\_\_\_ : State of Louisiana

Filed of Record: \_\_\_\_\_

A. Total Gross monthly income: \$ \_\_\_\_\_

B. Itemized payroll deductions:

	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total monthly payroll deductions: \$ \_\_\_\_\_

C. Total Net Income \$ \_\_\_\_\_

D. Monthly living expenditures \$ \_\_\_\_\_

- 1. Housing \$ \_\_\_\_\_
- 2. Food and Household Supplies \$ \_\_\_\_\_
- 3. Clothing \$ \_\_\_\_\_
- 4. Transportation \$ \_\_\_\_\_
- 5. Medical and Dental \$ \_\_\_\_\_
- 6. Utilities (Electricity, Gas, Water, Telephone) \$ \_\_\_\_\_
- 7. Laundry and Cleaning \$ \_\_\_\_\_

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

##### Notice and Exchange of Information

- |                                                          |          |
|----------------------------------------------------------|----------|
| 8. Personal and Grooming Necessities                     | \$ _____ |
| 9. Garnishments                                          | \$ _____ |
| 10. Educational Expenses (School, lunch, books, etc.)    | \$ _____ |
| 11. Fixed Obligations (Finance Company, bank loan, etc.) | \$ _____ |
| _____                                                    | \$ _____ |
| _____                                                    | \$ _____ |
| _____                                                    | \$ _____ |
| 12. Miscellaneous Expenses                               | \$ _____ |
|                                                          |          |
| E. Total Monthly Living Expenses                         | \$ _____ |
| F. Surplus or (Deficit)                                  | \$ _____ |
| G. Estimate of amount that defendant-in-rule can pay.    | \$ _____ |
| (To be filled in by defendant in rule only.)             |          |

\_\_\_\_\_  
(PLAINTIFF OR DEFENDANT IN RULE)

SWORN TO AND SUBSCRIBED before me, Notary Public, on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

---

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

#### Notice and Exchange of Information

##### 22nd Judicial District Court

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

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

##### A. Hearing Officer Conference Orders

1. All parties shall be provided appropriate notice of the Hearing Officer Conference Order.
2. All parties shall provide documentation to the Hearing Officer and the other party in accordance with the Hearing Officer Conference Order (Appendix Form E).
3. The Hearing Officer Conference will be scheduled expeditiously as the court calendar allows. All parties shall comply with the Hearing Officer Conference Order.

##### B. Family Court Affidavit

The parties are to personally sign the Family Court Affidavit (Appendix Form F), under oath, certifying that the information contained therein and attached documents are complete, true and correct to the best of their knowledge, information and belief. The parties are to immediately update the affidavit and documentation if any of the information changes prior to the hearing and shall immediately correct any errors discovered after completion. An amended Family Court Affidavit is to be filed with the clerk of court and copied to the opposing party and the Hearing Officer.

##### C. Failure to comply with the Hearing Officer Conference Order

If a party does not provide the required Family Court Affidavit, documents and financial information as ordered by the Court necessary for the Hearing Officer to make a determination as to the amount of child support or spousal support, then the Hearing Officer may recommend any of the following:

1. That the party failing to produce the financial information be found in Contempt of Court with sanctions to be imposed;
2. That the matter be dismissed without prejudice;
3. That good cause exists to modify the retroactivity of the award;
4. That temporary orders issue based upon the limited information provided.

If the Hearing Officer is unable to make a recommendation based upon the information provided, the court may set a limited hearing for purposes of setting temporary child support or spousal support or for a hearing on Contempt of Court. The temporary order shall be without prejudice and shall not affect claims or retroactivity except for good cause shown.

##### D. Failure to Appear or Remain for Hearing Officer Conference

If a party or attorney, after having been duly cited and served with process, fails to appear or remain for the duration of a Hearing Officer Conference, or is removed from the conference for disorderly or disruptive behavior, the Hearing Officer may impose or recommend a finding of contempt and appropriate sanctions in accordance with La. R.S. 46:236.5(C)(3)(f) and La. R.S. 46:236.5(C)(4)(g).

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

##### Notice and Exchange of Information

**24th Judicial District  
Court  
Parish of Jefferson**

Adopted effective  
April 1, 1999;  
Revised effective  
May 25, 2005

A. Notice of any hearing, rule or trial will be given in conformity with the Louisiana Rules of Civil Procedure and these rules.

B. The initial exchange of information will occur as set forth above at Rule 35.0 of these rules.

C. Subsequent discovery will be governed by the Louisiana Code of Civil Procedure and as ordered by the hearing officer, domestic commissioner or the district court as permitted by the Louisiana Code of Civil Procedure and these rules.

**26th Judicial District  
Court  
Parishes of Bossier  
and Webster**

##### RULE 16. DOMESTIC RELATIONS PROCEEDINGS

Section 2. At the time of trial of all rules and petitions respecting the award, increase or decrease of alimony and child support, there shall be filed by the party seeking the award, increase or decrease, an original and 3 copies of an affidavit setting forth an itemized list of the following:

- (a) Total gross monthly income;
- (b) Itemized list of payroll deductions;
- (c) Total itemized monthly expenditures.

The form to be used in filing the affidavit shall be substantially the same as that shown in Exhibit "A".

Section 3. At the time of trial of all pleadings to make executory alimony or support judgments or in which a judgment of contempt is sought for failure to pay alimony or support judgments, three (3) copies of an affidavit executed by the party filing said pleadings shall be filed, setting forth the following:

- (a) A computation of all payments that have accrued under the judgment and are unpaid;
- (b) An itemized list of all payments received.

Section 4. In all matters arising under Sections 2 and 3 of this rule, the defendant shall file a similar affidavit at the time of trial, unless excused by law, in which instance it is strongly suggested that such affidavit be filed.

# TITLE IV

## Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

Rule No: 35.1

### Notice and Exchange of Information

26th Judicial District  
Court  
Parishes of Bossier  
and Webster

#### RULE 16. DOMESTIC RELATIONS PROCEEDINGS

Exhibit "A"

BEFORE ME personally came and appeared the undersigned, who did depose and say that the following is a true and correct statement of affiant's monthly income and expenses:

#### Income and Expenses on a Per Month Basis

- A. Total Gross Monthly Income: \_\_\_\_\_  
B. Itemized Payroll Deductions: \_\_\_\_\_  
Total Monthly Payroll Deductions: \_\_\_\_\_  
C. Total Net Monthly Income: \_\_\_\_\_  
D. Total Monthly Expenditures: \_\_\_\_\_

	Self	Child	Total
1. Housing	_____	_____	_____
2. Food	_____	_____	_____
3. Household Supplies	_____	_____	_____
4. Drug Bill	_____	_____	_____
5. Dental Care	_____	_____	_____
6. Doctor Bills	_____	_____	_____
7. Utilities:			
Gas	_____	_____	_____
Electricity	_____	_____	_____
Water	_____	_____	_____
Telephone	_____	_____	_____
8. Insurance	_____	_____	_____
9. Clothing	_____	_____	_____
10. Laundry & Cleaning	_____	_____	_____
11. Grooming Necessities & Personal Items	_____	_____	_____
12. Education Expense: (School, lunch, books, etc.)	_____	_____	_____
13. Recreation & Special Lessons	_____	_____	_____
14. Vacation	_____	_____	_____
15. Gifts (Christmas, Birthdays, etc.)	_____	_____	_____
16. Auto Expense	_____	_____	_____
17. Income Taxes & Accounting Fee	_____	_____	_____
18. Child Care Expenses	_____	_____	_____
19. Fixed Obligations (Garnishments, Bank Loans, Finance Company, etc.)	_____	_____	_____
20. Miscellaneous Expenses	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	_____	_____	_____

Sworn to and Subscribed before me, Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

Rule No: 35.1

#### Notice and Exchange of Information

Notary Public

---

**27th Judicial District  
Court**

#### RULE 7. ACTIONS FOR DIVORCE

**Parish of St. Landry**

d. In all rules for child support, and interim periodic spousal support, all parties shall submit an itemized list of income and expenses which must be sworn to before a notary. The parties shall exchange lists at least twenty four hours prior to the hearing. The list shall be self proving; however, the parties shall be subject to cross examination on its contents and confection. In addition thereto, in all child support cases, a child support worksheet shall be prepared by each party and exchanged between the parties and presented to the court prior to the rule on the issue. Failure to comply with the provisions of this rule may result in either a dismissal of the support rule or sanctions or both.

---

**28th Judicial District  
Court**

#### RULE 35.1 NOTICE AND EXCHANGE OF INFORMATION

**Parish of LaSalle**

Adopted effective  
March 31, 2001.

(a) Each party to an action for the establishment or modification of spousal and/or child support must prepare the appropriate affidavits and worksheets and gather the documents required by La. R.S. 9:315.2 A. The applicant is required to prepare such affidavit(s) prior to filing the action and attach the same to the pleading. The respondent must prepare such affidavits and deliver them to the applicant no later than the working day before the date assigned for the hearing.

(b) The contents of affidavits (verified statements) in child support proceedings is set forth in La. R.S. 9:315.2 A.

(c) the form for affidavits to be used in spousal support actions is set forth in Appendix 35.1.

(d) All applicants for child support shall affirmatively allege that they are not receiving aid of any kind which would result in an assignment of child support rights, nor are they or the person responsible for the payment of support receiving support enforcement services pursuant to La. R.S. 46:236.2, provided by a district attorney. If support rights have been assigned and this court sitting as a civil court actually has subject matter jurisdiction to entertain the child support action, then the State of Louisiana shall be made a party in the initial pleading respecting child support.

---

# TITLE IV

## Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

Rule No: 35.1

### Notice and Exchange of Information

28th Judicial District  
Court

Parish of LaSalle

Adopted effective  
March 31, 2001.

#### APPENDIX 35.1 INCOME-EXPENSE AFFIDAVIT

28th JUDICIAL DISTRICT COURT

VERSUS NUMBER \_\_\_\_\_

PARISH OF LASALLE

STATE OF LOUISIANA

Income-Expense Affidavit of: \_\_\_\_\_

#### A. Income:

Gross Monthly Income:

Source	Amount
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

[If self-employed, fill out separate sheet in compliance with LSA-R.S. 9:315(4)(c)]

Total Gross Monthly Income \$ \_\_\_\_\_

#### Itemized Payroll Deductions

Source	Amount
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____

Total Monthly Deduction \$ \_\_\_\_\_

Net Monthly Income: \$ \_\_\_\_\_

#### B. Living Expenses:

List all monthly living expense excluding fixed debt. List present expenditures only; do not list future, anticipated, or speculative expenses.

	Spouse/Parent	Child/Children
1. Rent/Mortgage Note	\$ _____	\$ _____
2. Food	\$ _____	\$ _____
3. Automobile Note	\$ _____	\$ _____
4. Clothing	\$ _____	\$ _____
5. Transportation (Fuel Cost)	\$ _____	\$ _____



## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

#### Notice and Exchange of Information

6. Medical	\$ _____	\$ _____
7. Dental	\$ _____	\$ _____
8. Prescriptions	\$ _____	\$ _____
9. Household	\$ _____	\$ _____
10. Laundry	\$ _____	\$ _____
11. Personal Grooming	\$ _____	\$ _____
12. Utilities: (Electricity)	\$ _____	\$ _____
(Gas)	\$ _____	\$ _____
(Water)	\$ _____	\$ _____
(Cable/Dish)	\$ _____	\$ _____
(Phone)	\$ _____	\$ _____

13. Educational Expenses:			
Type		For Whom	
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

14. Other Expenses:			
Type		For Whom	
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
Total Monthly Living Expenses		\$ _____	\$ _____

---

#### C. Fixed Debt

Other than mortgage and car debt listed above

Obligee	Balance Due	Date of Last Payment	Monthly Payment
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
Total Fixed Debt	\$ _____	\$ _____	

---

Signed by (Litigant)

SWORN TO AND SUBSCRIBED, before me, Notary Public, on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Louisiana.

---

Signed by (Notary Public)

## **TITLE IV**

### **Chapter: 35    Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS**

#### **Rule No: 35.1**

#### **Notice and Exchange of Information**

**29th Judicial District  
Court**

**Parish of St. Charles**

#### **RULE IX. DOMESTIC CASES**

Section A. Any pleading in which a litigant seeks an award for alimony or child support, or an increase or decrease in an award for alimony or child support, shall be accompanied by a sworn affidavit in the form contained in Appendix A of these rules. At least twenty four hours prior to the time fixed for hearing of the request for alimony or child support or an increase or decrease therein, the opposing party shall file a counter affidavit of his or her financial condition in the form contained in Appendix A of these rules. Whenever the assets (other than income) of either party are relevant to a determination of alimony or child support, the affidavit shall also contain a list of affiant's assets. Parties are to provide the worksheet for calculation of the total child support obligation at the time of the hearing.

A copy of each affidavit required by this rule shall be delivered to opposing counsel and to the judge to whom the matter is assigned when the original is filed in the record.

---

# TITLE IV

## Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

### Rule No: 35.1

#### Notice and Exchange of Information

29th Judicial District  
Court

Parish of St. Charles

#### APPENDIX A. AFFIDAVIT

BEFORE ME, the undersigned authority, personally came and appeared the undersigned, who, being by me first duly sworn, did depose and say the following is a true and correct statement of affiant's monthly income and expenses:

#### INCOME AND EXPENSES ON A PER MONTH BASIS

A. Total Gross Monthly Income \$ \_\_\_\_\_

B. Itemized Payroll Deductions: \$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Total Monthly Payroll Deductions

\$ \_\_\_\_\_

Garnishments or Assignments

\$ \_\_\_\_\_

C. Total Net Monthly Income \$ \_\_\_\_\_

D. Total Present Monthly Expenditures:

Parent's  
Share

Child/  
Children's  
Share

1. Housing \$ \_\_\_\_\_ \$ \_\_\_\_\_

2. Food, Household Supplies \$ \_\_\_\_\_ \$ \_\_\_\_\_

3. Clothing \$ \_\_\_\_\_ \$ \_\_\_\_\_

4. Transportation \$ \_\_\_\_\_ \$ \_\_\_\_\_

5. Medical and Dental \$ \_\_\_\_\_ \$ \_\_\_\_\_

6. Utilities (Electricity, Gas, Water  
phone) \$ \_\_\_\_\_ \$ \_\_\_\_\_

7. Laundry and Cleaning \$ \_\_\_\_\_ \$ \_\_\_\_\_

8. Personal and Grooming Necessities \$ \_\_\_\_\_ \$ \_\_\_\_\_

9. Education (School, lunch, books, etc.) \$ \_\_\_\_\_ \$ \_\_\_\_\_

10. Insurance

Car \$ \_\_\_\_\_ \$ \_\_\_\_\_

Home \$ \_\_\_\_\_ \$ \_\_\_\_\_

Health \$ \_\_\_\_\_ \$ \_\_\_\_\_

Life \$ \_\_\_\_\_ \$ \_\_\_\_\_

11. Miscellaneous Expenses

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

12. Total \$ \_\_\_\_\_ \$ \_\_\_\_\_

E. Estimate of amount defendant in rule can pay  
(to be filled in by defendant in rule ONLY) \$ \_\_\_\_\_

F. Estimate of needs of plaintiff in rule \$ \_\_\_\_\_

\_\_\_\_\_  
Affiant

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

Rule No: 35.1

#### Notice and Exchange of Information

---

Notary Public

---

**30th Judicial District  
Court**

**Parish of Vernon**

#### RULE XII. RULE FOR ALIMONY AND CHILD SUPPORT SWORN AFFIDAVITS

It is requested that rules respecting the awarding, increase or decrease of alimony and/or child support be accompanied by a sworn affidavit executed by the party filing said rule and served upon the defendant setting forth an itemized list of the following:

- (a) Total gross monthly income.
- (b) Itemized list of total payroll deductions.
- (c) Total itemized monthly expenditures.

It is further requested that at least twenty four (24) hours prior to the time fixed for the trial of a rule, the defendant in rule file, in the record and with opposing counsel, a sworn counter affidavit attesting to the following itemized matters, to wit:

- (a) Total gross monthly income.
- (b) Itemized list of total payroll deductions.
- (c) Itemized list of monthly expenditures.
- (d) An estimate of the amount said party can pay.

(See form attached.)

When alimony or child support has been fixed in a proceeding, any subsequent application or rule to increase, decrease, or otherwise amend such payments shall be allotted to the judge of the Division of which it was previously allotted.

---

# TITLE IV

## Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

### Rule No: 35.1

#### Notice and Exchange of Information

33rd Judicial District  
Court  
Parish of Allen

#### RULE 4. DOMESTIC RULES

Section 6. Rules respecting the awarding, increase or decrease of alimony and/or child support shall be accompanied by a sworn affidavit in the form set forth, executed by the party filing said rule and served upon the defendant, setting forth an itemized list of the following:

- (a) Total gross monthly income
- (b) Itemized list of total payroll deductions
- (c) Total itemized monthly expenditures
- (d) Spouse's gross income (if applicable).

At least twenty four (24) hours prior to the time fixed for the trial of a rule, and no later than the scheduled rule date, the defendant in rule shall file in the record and deliver to opposing counsel a sworn counter affidavit in the form set forth, attesting to the following itemized matters pertaining to defendant in rule:

- (a) Total gross monthly income
- (b) Itemized list of total payroll deductions
- (c) Itemized list of monthly expenditures
- (d) An estimate of the amount said party can pay
- (e) Spouse's gross income (if applicable).

\_\_\_\_\_  
VS.

FILED: \_\_\_\_\_

33RD JUDICIAL DISTRICT  
PARISH OF ALLEN  
STATE OF LOUISIANA

\_\_\_\_\_  
DEPUTY CLERK OF COURT

#### A. GROSS MONTHLY INCOME

Source
1. _____
2. _____
3. _____

Amount
1. \$_____
2. \$_____
3. \$_____

#### B. ITEMIZED PAYROLL DEDUCTIONS:

\$\_\_\_\_\_  
\$\_\_\_\_\_  
\$\_\_\_\_\_

Garnishments \$\_\_\_\_\_

#### TOTAL MONTHLY PAYROLL DEDUCTIONS

\$\_\_\_\_\_

#### C. NET INCOME (TOTAL)

D. MONTHLY LIVING EXPENSES (Exclude fixed debt) (List actual expenditures only; do NOT list future, anticipated, or speculative expenses.)

1. Rent/Mortgage Note	\$_____
2. Food	\$_____
3. Household Supplies	\$_____
4. Clothing	\$_____

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

#### Notice and Exchange of Information

5. Transportation		\$_____
Fuel _____		
Car Note _____		
6. Medical		\$_____
7. Dental		\$_____
8. Utilities		\$_____
Electric _____		
Gas _____		
Water _____		
Telephone _____		
9. Laundry		\$_____
10. Personal and Grooming		\$_____
11. Insurance		\$_____
Type	Premium	
_____	_____	
_____	_____	
_____	_____	
12. Educational Expenses		\$_____
Type	Premium	
_____	_____	
13. Other Expenses		\$_____
Type	Premium	
_____	_____	
TOTAL MONTHLY LIVING EXPENSES		\$_____
E. FIXED DEBT (Other than mortgage/car note listed above)		
Obligee	Balance Due	Monthly Payment
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL EXPENSES		\$_____
Estimate of amount defendant-in-rule can pay (to be filled in by defendant-in-rule only)		\$_____

\_\_\_\_\_  
AFFIANT

SWORN TO AND SUBSCRIBED Before me, Notary Public, on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

The preceding form shall be used in filing the affidavit referred to in Rule 4, Section 6.

## **TITLE IV**

### **Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS**

#### **Rule No: 35.1**

#### **Notice and Exchange of Information**

**34th Judicial District  
Court**

**Parish of St.  
Bernard**

#### **RULE IX. DOMESTIC CASES: SPOUSAL AND CHILD SUPPORT**

Section A. Any pleading in which a litigant seeks an award for child or spousal support, or an increase or decrease in an award for child or spousal support, shall be accompanied by a work sheet or sworn affidavit in the form contained in Appendix A of these rules. At least twenty four hours prior to the time fixed for hearing of the request for child or spousal support or an increase or decrease therein, the opposing party shall file a counter affidavit of his or her financial condition in the form contained in Appendix A of these rules. Whenever the assets (other than income) of either party is relevant to a determination of spousal support, the affidavit shall also contain a list of affiant=s assets.

A copy of each work sheet or affidavit required by this rule shall be delivered to opposing counsel and to the judge to whom the matter is assigned when the original is filed in the record.

---

**35th Judicial District  
Court**

**Parish of Grant**

#### **RULE XI. SEPARATION AND DIVORCE CASES**

In all rules and petitions respecting the awarding, increase, or decrease of alimony and child support, each party shall make an accurate, itemized list of earnings and revenues and expenses which list shall be exchanged by opposing counsel at least two (2) days prior to the time fixed for trial or hearing.

---

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

#### Notice and Exchange of Information

36th Judicial District  
Court

Parish of  
Beauregard

#### RULE XXII. SEPARATION AND DIVORCE CASES

Section 5. All pleadings (except those alleging an agreement between the parties) respecting the awarding, increase or decrease of alimony and/or child support shall be accompanied by a sworn affidavit executed by the party filing said rule or petition and served upon the other party setting forth an itemized list of the following:

- a. Total gross monthly income.
- b. Itemized list of payroll deductions.
- c. Itemized list of monthly expenditures.

At least 72 hours prior to the time fixed for the trial of a rule, or with the answer to a petition or reconventional demand, whichever is earlier, the defendant shall file in the record and with opposing counsel, a sworn counter affidavit setting forth the following itemized matter, to wit:

- a. Total gross monthly income.
- b. Itemized list of payroll deductions.
- c. Itemized list of monthly expenditures.
- d. An estimate of the amount said party can pay.

The citation or summons to a party respecting alimony and/or child support shall notify that party specifically of the necessity of filing this affidavit pursuant to this rule and further, that his failure to timely do so may subject him to such appropriate penalties as the Court may choose to impose.

The following form is recommended for use in filing the affidavit above referred to:

(CAPTION)

AFFIDAVIT

BEFORE ME, the undersigned authority, personally came and appeared the undersigned, who, being by me first duly sworn, did depose and say that the following is a true and correct statement of affiant's monthly income and expenses:

#### INCOME AND EXPENSES ON A PER MONTH BASIS

A. Total Gross Monthly Income	\$ _____
B. Itemized Payroll Deduction	\$ _____
	\$ _____
	\$ _____
C. Total Net Monthly Income	\$ _____
D. Monthly Expenditures	
1. Housing	\$ _____
2. Food & Household Supplies	\$ _____
3. Clothing	\$ _____



## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

##### Notice and Exchange of Information

- |                                                                                                   |          |
|---------------------------------------------------------------------------------------------------|----------|
| 4. Transportation                                                                                 | \$ _____ |
| 5. Medical & Dental                                                                               | \$ _____ |
| 6. Utilities (Electricity, Gas,<br>Water and Telephone)                                           | \$ _____ |
| 7. Laundry and Cleaning                                                                           | \$ _____ |
| 8. Personal and Grooming Necessities                                                              | \$ _____ |
| 9. Educational Expenses<br>(School, lunch, books, etc.)                                           | \$ _____ |
| 10. Garnishments                                                                                  | \$ _____ |
| 11. Fixed Obligations (Finance company,<br>bank loan, etc.)                                       | \$ _____ |
| _____                                                                                             | \$ _____ |
| _____                                                                                             | \$ _____ |
| _____                                                                                             | \$ _____ |
| 12. Miscellaneous Expenses                                                                        | \$ _____ |
| F. Total Expenses                                                                                 | \$ _____ |
| E. Estimate of amount defendant<br>in rule can pay (to be<br>filled in by defendant in rule only) | \$ _____ |

\_\_\_\_\_  
Plaintiff/Defendant in Rule

Sworn to and subscribed before me, Notary Public, on this \_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
Notary Public

Each affidavit must be accompanied by the documentation of current and past earnings required by R.S. 9:315.2

---

# TITLE IV

## Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

### Rule No: 35.1

#### Notice and Exchange of Information

37th Judicial District  
Court

Parish of Caldwell

Amended 1982.

#### RULE IV. DOMESTIC CASES

(G) It is requested that rules respecting the awarding, increase or decrease of alimony and/or child support be accompanied by a sworn affidavit executed by the party filing said rule and served upon the defendant setting forth an itemized list of the following:

1. Total gross monthly income
2. Itemized list of total payroll deductions
3. Total itemized monthly expenditures

(H) It is further requested that at least twenty four (24) hours prior to the time fixed for the trial of a rule, the defendant in rule file, in the record and with opposing counsel, a sworn counter affidavit attesting to the following matters, to wit:

1. Total gross monthly income
2. Itemized list of total payroll deductions
3. Itemized list of monthly expenditures

(I) The following form is recommended for use in filing the affidavit above referred to:

\_\_\_\_\_  
VS.

Filed of Record: \_\_\_\_\_

Suit Number \_\_\_\_\_  
37th Judicial District Court  
Parish of Caldwell,  
State of Louisiana

A. Total Gross Monthly Income	\$ _____
B. Itemized Payroll Deduction	\$ _____
	\$ _____
	\$ _____
	\$ _____
C. Total Net Monthly Income	\$ _____
D. Monthly Expenditures	
1. Housing	\$ _____
2. Food & Household Supplies	\$ _____
3. Clothing	\$ _____
4. Transportation	\$ _____
5. Medical & Dental	\$ _____
6. Utilities (Electricity, Gas, Water & Telephone)	\$ _____
7. Laundry & Cleaning	\$ _____
8. Personal & Grooming Necessities	\$ _____
9. Educational Expenses (School, lunch, books, etc.)	\$ _____
10. Garnishments	\$ _____
11. Fixed Obligations (Finance company, bank loan, etc.)	\$ _____
	\$ _____
	\$ _____

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

#### Notice and Exchange of Information

_____	\$ _____
12. Miscellaneous Expenses	\$ _____
E. Total Expenses:	\$ _____
F. Estimate of amount defendant in rule can pay (to be filled in by defendant in rule ONLY)	\$ _____

\_\_\_\_\_  
Plaintiff or Defendant in Rule

Sworn to and subscribed before me, Notary Public, on this \_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**39th Judicial District  
Court  
Parish of Red River**

#### RULE 23. SEPARATION AND DIVORCE CASES

Section 1. Pleadings, Procedures and Required Attachments. The following rules shall be observed with respect to separation and divorce cases:

(e) All pleadings for alimony and child support, increases or decreases thereof, will be accompanied by a sworn affidavit executed with and filed by the party filing said rule or petition, an attested copy of which shall be served upon the defendant, setting forth an itemized list of the following:

1. Total gross monthly income.
2. Itemized list of payroll deductions.
3. Total itemized monthly expenditures.

(f) Prior to the time fixed for the trial of a rule, or with the answer filed by defendant, whichever is earlier, the defendant will file in the record and with opposing counsel a sworn counter affidavit setting forth an itemized list of the following:

1. Total gross monthly income.
2. Payroll deductions.
3. Itemized list of monthly expenditures.
4. An estimate of the amount said party can pay.

5. A list of all payments to the plaintiff for alimony, child support or maintenance, since the suit was filed, showing the amount and dates of each payment and the form in which it was paid.

## TITLE IV

### Chapter: 35 Chapter Title: ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS

#### Rule No: 35.1

#### Notice and Exchange of Information

**40th Judicial District  
Court**

**Parish of St. John  
the Baptist**

Effective Jan. 1, 1997.

#### RULE 10. DOMESTIC MATTERS

Parties/counsel in domestic matters involving support shall exchange all pertinent financial information at least forty-eight (48) hours (exclusive of weekends and holidays) prior to hearing.

Counsel shall confer at least forty-eight (48) hours (exclusive of weekends and holidays) in advance of any contradictory hearing or trial in reference to child support, alimony, or partition of community property for the purpose of attempting to amicably resolve the dispute scheduled for hearing.

---

**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>

---