

TITLE IV
Chapter 23 - Notice and Exchange of Information
Rule 23.0 - Pre-Hearing Exchange of Information
Appendix 23.0F - Court-Specific Rules Concerning Arrearages

**First Judicial District
Court**

Parish of Caddo

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.

See Section V of the Appendix 23.0B Family Law Affidavit.

**PROCEDURES FOR POSTING PAYMENTS IN THE
COMPUTER COLLECTION SYSTEM**

1. The following procedures will be followed by the computer collection system in posting payments received, when the payment is not in the exact amount as ordered by the Court (the payment is either more or less than that ordered by the Court):

- (a) Firstly, the payment will be posted to current support due (alimony and/or child support), beginning with the first payment date ordered in the judgment;
- (b) Secondly, the remainder of the payment, if any, will be posted to any amounts due on a prior judgment (arrearages);
- (c) Thirdly, the remainder of the payment, if any, will be posted to any overdue current support payment or any overdue arrearage payment.

2. Prior to the posting of any payments, a court collection fee (in the percentage ordered by the court) will be deducted from the payment.

3. The computer print-out, which displays the payments that are received and disbursed by the First Judicial District Court, is generated specifically for state audit purposes. All computer print outs are stamped with the following caveat: "Unaudited, Not an Official Record of the Court, Reference Copy Only." Therefore, the computer print-out is for court record keeping procedures only, and may not be offered, filed or introduced into evidence as verification of payments made and/or received.

4. Any party requesting a copy of the computer print-out sheet, which displays the payments that are received and disbursed by the First Judicial District Court, shall pay to the First Judicial District Court a fee of ten (\$10.00) dollars per copy.

**Second Judicial District
Court**

**Parishes of Bienville,
Claiborne and Jackson**

All rules and petitions to make executory alimony and support judgments or in which a judgment of contempt is sought for failure to pay alimony or support judgments shall be accompanied by an original and three copies of an affidavit 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 showing date of receipt.

The defendant shall file a similar affidavit at least 24 hours prior to the time fixed for the trial thereof, unless excused by law.

See Section V of the Appendix 23.0B Family Law Affidavit.

Third Judicial District

Court
Parishes of Lincoln and Union

Fourth Judicial District Court
Parishes of Morehouse and Ouachita

Fifth Judicial District Court
Parishes of Franklin, Richland and West Carroll

Sixth Judicial District Court
Parishes of East Carroll, Madison and Tensas

Seventh Judicial District Court
Parishes of Catahoula and Concordia

Eighth Judicial District Court
Parish of Winn

All pleadings to make executory alimony or support judgments or in which a judgment of contempt for failure to pay spousal support or child support judgments shall be accompanied by a sworn affidavit executed by the party filing said pleadings, an attested copy of which shall be served upon the defendant, setting forth the following:

- (1) A computation of all payments that have accrued under the judgment.
- (2) An itemized list of all payments received showing when, to whom, by whom and in what manner said payments were made.
- (3) The amount of arrearages.

Prior to the time the matter is called for hearing, defendant shall file a similar affidavit.

See Section V of the Appendix 23.0B Family Law Affidavit.

Ninth Judicial District Court
Parish of Rapides

**Tenth Judicial District
Court**

All pleadings to make executory alimony or support judgments of contempt for failure to pay alimony or support judgment will be accompanied by a statement setting forth the following:

Parish of Natchitoches

1. A computation of all payments that have accrued under the judgment.
2. An itemized list of all payments received showing when, to whom, by whom and in what manner said payments were made.

At least twenty four (24) hours prior to the time the matter is called for hearing, defendant shall file a similar statement.

See Section V of the Appendix 23.0B Family Law Affidavit.

**Eleventh Judicial District
Court**

Parish of Sabine

**Twelfth Judicial District
Court**

Parish of Avoyelles

**Thirteenth Judicial
District Court**

Parish of Evangeline

Any pleading in which a litigant seeks an adjudication of contempt or an executory judgment for non-payment of alimony or support shall contain allegations of or shall be accompanied by a statement setting forth the following:

(1) a computation of all payments that have accrued under the judgment;

(2) an itemized list of all payments received, showing the date, the payor, the recipient, the manner of each payment. The payments received more than six (6) months before the first alleged default for which a contempt adjudication or executory judgment is sought need not be itemized unless such payments are relevant to the issues before the Court. The opposing party shall admit or controvert the allegations or contents of the statement in a pleading or statement filed at least 24 hrs. prior to the time the matter is called for a hearing.

(3) A copy of the pleading or statement 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.

See Section V of the Appendix 23.0B Family Law Affidavit.

**Fourteenth Judicial
District Court**

Parish of Calcasieu

Fifteenth Judicial District

Five (5) days prior to the Hearing Officer Conference, the parties shall submit to the Hearing Officer

Court Parishes of Acadia, Lafayette and Vermilion	an Appendix 23.0B Family Law Affidavit with Section V (pertaining to arrearages) and all other pertinent sections completed.
Sixteenth Judicial District Court Parishes of Iberia, St. Martin and St. Mary	
Seventeenth Judicial District Court Parish of Lafourche	
Eighteenth Judicial District Court Parishes of Iberville, Pointe Coupee and West Baton Rouge	<div>Arrearage/Contempt Form</div> <div>Motions filed seeking arrearages and/or contempt for failure to pay alimony and/or child support shall be accompanied by a schedule of arrearages in the form attached to and made part of this rule. Failure to comply with this rule may result in sanctions provided by law. (SEE FORM B)</div>
Nineteenth Judicial District Court Parish of East Baton Rouge	
Family Court, Parish of East Baton Rouge For the Parish of East Baton Rouge	All motions seeking arrearages or motions for contempt for failure to pay spousal support or child support shall be accompanied by a schedule of arrearages as provided in Section V of the Appendix 23.0B Family Law Affidavit. Failure to comply with this rule may result in sanctions provided by law, dismissal, continuances, or other appropriate relief.
Twentieth Judicial District Court Parishes of East Feliciana and West Feliciana	
Twenty-First Judicial District Court Parishes of Livingston, St. Helena and Tangipahoa	

**Twenty-Second Judicial
District Court**

**Parishes of St. Tammany
and Washington**

**Twenty-Third Judicial
District Court**

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

Amended November 30,
2015, effective January 1,
2016.

All motions seeking arrearages or motions for contempt for failure to pay spousal support or child support shall be accompanied by a schedule of arrearages as provided on Page 2 of Section V of the Appendix 23.0B Family Law Affidavit. Failure to comply with this rule may result in sanctions provided by law, dismissal, continuances, or other appropriate relief.

**Twenty-Fourth Judicial
District Court**

Parish of Jefferson

Amended effective January
1, 2025.

ARREARAGES

A. Arrearages of child or spousal support shall be addressed in the manner described in Parts I and II of the 24th J.D.C.'s Appendix 32.0B, and pursuant to La. R.S. 46:236.5.

B. All pleadings to establish executory child or spousal support arrearages or in which contempt is sought for failure to pay spousal support or child support, shall be accompanied by a sworn affidavit executed by the party filing said pleadings, an attested copy of which shall be served upon the defendant, setting forth the following:

1. An itemized list of all past due payments, including date due and amount.
2. An itemized list of all payments received, including the dates of receipt.
3. The total amount of arrearages.

C. Five (5) days before the hearing office conference, the defendant shall file a sworn affidavit, with accompanying proof of payment, setting forth a response to the information required in paragraph 2 and deliver a copy of same to the plaintiff and the domestic hearing officer.

D. In any case in which an immediate income assignment has not been issued, the case shall be subject to immediate income assignment upon a delinquency of an amount equal to one month's support. (La. R.S. 46:236.3)

**Twenty-Fifth Judicial
District Court**

Parish of Plaquemines

**Twenty-Sixth Judicial
District Court**

**Parishes of Bossier and
Webster**

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.

**Twenty-Seventh Judicial
District Court**

Parish of St. Landry

**Twenty-Eighth Judicial
District Court**

Parish of LaSalle

Actions seeking arrearages and/or contempt to timely and/or fully pay support shall be accompanied by a scheduling of payment history, As set forth in Section V of the Appendix 23.0B Family Law Affidavit. All parties to actions shall bring to the hearing any and all written evidence of payment and/or receipts.

**Twenty-Ninth Judicial
District Court**

Parish of St. Charles

Any pleading in which a litigant seeks an adjudication of contempt or an executory judgment for nonpayment of alimony or support shall contain allegations of or shall be accompanied by a statement setting forth the following:

1. A computation of all payments that have accrued under the judgment.
2. An itemized list of all payments received, showing the date, the payor, the recipient, and the manner of each payment. The payments received more than six months before the first alleged default for which contempt adjudication or an executory judgment is sought need not be itemized unless such payments are relevant to the issues before the court. The opposing party shall admit or controvert the allegations or contents of the statement in a pleading or statement filed at least twenty four hours prior to the time the matter is called for hearing.
3. A copy of the pleading or statement 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.

See Section V of the Appendix 23.0B Family Law Affidavit.

**Thirtieth Judicial District
Court**

Parish of Vernon

**Thirty-First Judicial
District Court**

Parish of Jefferson Davis

**Thirty-Second Judicial
District Court**

Parish of Terrebonne

**Thirty-Third Judicial
District Court**

Parish of Allen

**Thirty-Fourth Judicial
District Court**

Parish of St. Bernard

Any pleading in which a litigant seeks an adjudication of contempt or an executory judgment for nonpayment of spousal or child support shall contain allegations of or shall be accompanied by a statement setting forth the following:

1. A computation of all payments that have accrued under the judgment.
2. An itemized list of all payments received, showing the date, the payor, the recipient, and the manner of each payment. The payments received more than six months before the first alleged default for which a contempt adjudication or an executory judgment is sought need not be itemized unless such payments are relevant to the issues before the court. The opposing party shall admit or controvert the allegations or contents of the statement in a pleading or statement filed at least twenty four (24) hours prior to the time the matter is called for hearing.
3. A copy of the pleading or statement 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.

See Section V of the Appendix 23.0B Family Law Affidavit.

**Thirty-Fifth Judicial
District Court**

Parish of Grant

**Thirty-Sixth Judicial
District Court**

Parish of Beauregard

All pleadings to make executory arrearages under alimony or support judgments or in which a judgment of contempt is sought for failure to pay court ordered alimony or support shall be accompanied by an affidavit executed by the party filing the pleading, 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, including the dates of receipt.

See Section V of the Appendix 23.0B Family Law Affidavit.

With the objective of facilitating the hearing of domestic, support and alimony issues and other collateral rule matters there is established an expedited hearing process as follows:

In all Title IV-D (Social Security Act) cases presently pending and arising in the future, each support payment, including existing arrearages and future arrearages as well as ongoing support payments, is hereby increased by five (5%) percent beginning July 1, 1994. On or after July 1, 1994 all such obligors or payors shall make any and all such payments for support, including the additional five (5%) percent amount, payable to the "36th JDC CS Fund". Such payments shall be made only by money order or certified check and shall be mailed to: 36th JDC, c/o P.O. Box 1150, Lake Charles, Louisiana 70602.

**Thirty-Seventh Judicial
District Court**

Parish of Caldwell

**Thirty-Eighth Judicial
District Court**

Parish of Cameron

**Thirty-Ninth Judicial
District Court**

Parish of Red River

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

All pleadings to make executory alimony or support judgments of contempt for failure to pay alimony or child support will be accompanied by a statement setting forth the following:

1. A computation of all payments that have accrued under the judgment.
2. An itemized list of all payments received showing when, to whom, by whom and in what manner said payments were made.

Prior to the time the matter is called for hearing, defendant will file a similar statement.

See Section V of the Appendix 23.0B Family Law Affidavit.

**Fortieth Judicial District
Court**

**Parish of St. John the
Baptist**

Civil District Court

Parish of Orleans

Criminal District Court

Parish of Orleans

**Forty-Second Judicial
District Court**

Parish of DeSoto
