

**TITLE IV**  
**Chapter 23 - Notice and Exchange of Information**  
**Rule 23.1 - Pre-Trial Orders in Non-Community Property Cases**  
**Appendix 23.1 - Court-Specific Rules Concerning Pre-Trial Orders in Non-Community Property Cases**

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**First Judicial District  
Court**

**Parish of Caddo**

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**Second Judicial District  
Court**

**Parishes of Bienville,  
Claiborne and Jackson**

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**Third Judicial District  
Court**

**Parishes of Lincoln and  
Union**

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**Fourth Judicial District  
Court**

**Parishes of Morehouse  
and Ouachita**

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**Fifth Judicial District  
Court**

**Parishes of Franklin,  
Richland and West  
Carroll**

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**Sixth Judicial District  
Court**

**Parishes of East Carroll,  
Madison and Tensas**

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**Seventh Judicial District  
Court**

**Parishes of Catahoula  
and Concordia**

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**Eighth Judicial District  
Court**

**Parish of Winn**

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**Ninth Judicial District  
Court**

**Parish of Rapides**

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**Tenth Judicial District  
Court**

**Parish of Natchitoches**

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**Eleventh Judicial District  
Court**

**Parish of Sabine**

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**Twelfth Judicial District  
Court**

**Parish of Avoyelles**

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**Thirteenth Judicial  
District Court**

**Parish of Evangeline**

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**Fourteenth Judicial  
District Court**

**Parish of Calcasieu**

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**Fifteenth Judicial District Court**

**Parishes of Acadia,  
Lafayette and Vermilion**

Amended October 30,  
2015, effective October 1,  
2015.

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**Sixteenth Judicial  
District Court**

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

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**Seventeenth Judicial  
District Court**

**Parish of Lafourche**

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**Eighteenth Judicial  
District Court**

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

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**Nineteenth Judicial  
District Court**

**Parish of East Baton  
Rouge**

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**Family Court, Parish of  
East Baton Rouge**

**For the Parish of East  
Baton Rouge**

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**Twentieth Judicial  
District Court**

**Parishes of East Feliciana  
and West Feliciana**

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In complicated matters, either party may submit to the Court a Request for Issuance of Scheduling Order. The matter may be set for status conference which, at the judge's discretion, may be conducted by telephone for the purpose of determining an appropriate scheduling order for such matters as amendment of pleadings, discovery cut-off, exchange of witness and exhibit lists and such other matters as the Court may determine or require within its discretion.

**Twenty-First Judicial  
District Court**

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

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**Twenty-Second Judicial  
District Court**

**Parishes of St. Tammany  
and Washington**

The parties shall exchange pre-trial order inserts as provided for in the case management scheduling order. The pre-trial order shall be prepared, signed by all parties or their counsel of record, and be filed by the party requesting the special setting with the clerk of court on the date set forth in the case management scheduling order.

The parties and/or their counsel shall comply with all provisions of the case management scheduling and pre-trial order. Failure to comply may result in sanctions that may include the court rejecting non-conforming pleadings, losing the trial date, striking witnesses and/or exhibits and other sanctions as deemed appropriate for the administration of justice by the trial judge.

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**Twenty-Third Judicial  
District Court**

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

**Twenty-Fourth Judicial  
District Court**

**Parish of Jefferson**

A. Upon receipt of a request for a pre-trial, scheduling or status conference, the court or the commissioner, as to matters within his or her areas of responsibility, may order that a written pre-trial order be submitted.

B. If a pre-trial order is required, it shall conform to the form specified by the court or commissioner in his or her notification to the parties of the conference date or to the following pre-trial order form:

**TWENTY-FOURTH JUDICIAL DISTRICT FOR THE PARISH OF JEFFERSON  
STATE OF LOUISIANA**

NO: DIVISION “ ”

VERSUS

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TO: ALL COUNSEL OF RECORD

**PRE-TRIAL ORDER**

You are hereby notified to attend a pre-trial conference on the day of \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_a.m./p.m. with the Commissioner/Hearing Officer. Following the conference, an order may  
be rendered in accordance with La. C.C.P. Art. 1551.

THE CONSOLIDATED PRE-TRIAL ORDER MUST BE DELIVERED TO THE COURT'S  
CHAMBERS AND ALL OTHER ATTORNEYS IN THE CASE BY SUCH TIME AS TO ALLOW  
SEVEN (7) DAY(S) PRIOR TO THE CONFERENCE, EXCLUDING SATURDAYS, SUNDAYS,  
AND HOLIDAYS.

1. A concise summary of the facts or contentions made by all parties;
2. The contested issues of fact and law, specified with particularity;
3. A list of your will call witnesses, plus the nature of the testimony of each witness, such as testimony on the facts, medical witnesses, etc.;
4. A list of possible witnesses, including rebuttal witnesses;
5. A list of all documentary evidence you plan to use, except impeachment documents. Also, a list of all exhibits you will use;
6. A listing of the facts, exhibits, etc. that you feel are not in serious dispute and can be stipulated;
7. Whenever medical conditions are at issue, a brief summary of medical reports including extent of disability, length of treatment;
8. A concise procedural history of the case including what motions and pleadings have been filed in the case and their dispositions, including any motions still pending;
9. A list of the citations and authorities relating to this case;
10. A joint list of assets, liabilities, reimbursement claims and values for partitions.

Discovery should be complete before this pre-trial conference; therefore, except for good cause shown, only witnesses listed on the pre-trial order will be allowed to testify and only exhibits listed on the pre-trial order will be admitted in evidence at the trial on the merits.

The pre-trial conference shall be attended by the attorneys who will try the case unless prior to the conference the Court grants permission for other counsel to attend. These attorneys must familiarize themselves with the case so that settlement possibilities and stipulations concerning evidence may be made at the pre-trial conference. If this is not possible and the docket permits, the conference will be rescheduled for another date, but such delay may affect the ultimate trial date.

FAILURE TO ATTEND OR ATTENDANCE WITHOUT FULL AUTHORITY TO ACT OR TO  
ATTEND UNPREPARED IS AN IMPOSITION ON THE COURT AND OPPOSING COUNSEL.  
SUCH ATTORNEY MAY BE HELD IN CONTEMPT OF COURT AND PENALIZED  
ACCORDINGLY WHILE AN EX PARTE ORDER OF DISMISSAL, DEFAULT, OR OTHER  
APPROPRIATE JUDGMENT MAY BE RENDERED IN THE CASE.

Gretna, Louisiana, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. .

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JUDGE/COMMISSIONER

DO NOT BE LATE!

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**Twenty-Fifth Judicial  
District Court**

**Parish of Plaquemines**

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**Twenty-Sixth Judicial  
District Court**

**Parishes of Bossier and  
Webster**

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**Twenty-Seventh Judicial  
District Court**

**Parish of St. Landry**

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**Twenty-Eighth Judicial  
District Court**

**Parish of LaSalle**

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**Twenty-Ninth Judicial  
District Court**

**Parish of St. Charles**

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**Thirtieth Judicial District  
Court**

**Parish of Vernon**

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**Thirty-First Judicial  
District Court**

**Parish of Jefferson Davis**

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**Thirty-Second Judicial  
District Court**

**Parish of Terrebonne**

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**Thirty-Third Judicial  
District Court**

**Parish of Allen**

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**Thirty-Fourth Judicial  
District Court**

**Parish of St. Bernard**

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**Thirty-Fifth Judicial  
District Court**

**Parish of Grant**

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**Thirty-Sixth Judicial  
District Court**

**Parish of Beauregard**

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**Thirty-Seventh Judicial  
District Court**

**Parish of Caldwell**

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**Thirty-Eighth Judicial  
District Court**

**Parish of Cameron**

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**Thirty-Ninth Judicial  
District Court**

**Parish of Red River**

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**Fortieth Judicial District  
Court**

**Parish of St. John the  
Baptist**

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Civil District Court  
Parish of Orleans

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Criminal District Court  
Parish of Orleans

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Forty-Second Judicial  
District Court  
Parish of DeSoto

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