

**APPENDIX 23.1: COURT-SPECIFIC RULES CONCERNING PRE-TRIAL ORDERS IN  
NON-COMMUNITY PROPERTY CASES**

<b>COURT</b>	<b>PARISHES</b>	<b>COURT-SPECIFIC RULES FOR PRE-TRIAL ORDERS IN FAMILY LAW PROCEEDINGS</b>
15 <sup>th</sup> J.D.C.	Acadia, Lafayette, and Vermilion Parishes  Amended October 30, 2015, effective October 1, 2015.	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.
22 <sup>nd</sup> J.D.C.	St. Tammany and Washington Parishes	<p>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.</p> <p>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.</p>
24 <sup>th</sup> J.D.C.	Jefferson Parish	<p>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.</p> <p>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:</p> <p align="center">TWENTY-FOURTH JUDICIAL DISTRICT FOR THE PARISH OF JEFFERSON STATE OF LOUISIANA</p> <p>NO: _____ DIVISION “ ”</p>

VERSUS

\* \* \* \* \*

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\_\_\_\_.

\_\_\_\_\_  
JUDGE/COMMISSIONER

**DO NOT BE LATE!**

