

TITLE IV
Chapter 24 - Procedure
Rule 24.0 - Form of the Pleadings; Case Caption and Title
Appendix 24.0 - Court-Specific Rules Concerning Form of Pleadings and Caption Requirements in Family Law Proceedings

**First Judicial District
Court**

Parish of Caddo

**Second Judicial District
Court**

**Parishes of Bienville,
Claiborne and Jackson**

**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

**Ninth Judicial District
Court**

Parish of Rapides

**Tenth Judicial District
Court**

Parish of Natchitoches

**Eleventh Judicial District
Court**

Parish of Sabine

**Twelfth Judicial District
Court**

Parish of Avoyelles

**Thirteenth Judicial
District Court**

Parish of Evangeline

Each exception, motion or rule (except a motion for extension of time within which to plead, a motion or rule to examine judgment debtor, and rules seeking the initial fixing of alimony or the initial award of custody) shall be accompanied by a memorandum of authorities and support thereof. A copy of the memorandum shall be mailed to the opposing parties by the filing party. An opponent may furnish a memorandum of authority at least 24 hrs. before the time set for hearing of the exception, motion or rule. No exception, motion or rule requiring a memorandum of authority shall be assigned for hearing until these requirements have been complied with.

When any reference is made to any memorandum of authority other than (1) decisions of the appellate courts of this State, (2) Statutes of the State of Louisiana, and, (3) Statutes of the United States, a photocopy of the authority shall be attached to the memorandum.

**Fourteenth Judicial
District Court
Parish of Calcasieu**

1. All pleadings, motions and exceptions shall be typewritten and double spaced on white paper of legal size, with proper margins, and shall contain the title and number of the case and the nature of the filing. Quotations may be single-spaced.

2. All initial filings in new suits filed in Family Court shall be accompanied by this form:

_____	14TH JUDICIAL DISTRICT COURT
VS. NO. _____	PARISH OF CALCASIEU
_____	STATE OF LOUISIANA
FILED: _____	_____
	DEPUTY CLERK OF COURT

CLERK'S FORM

Plaintiff:

Name: _____

Physical Address: _____

Mailing Address: _____

Birthdate: _____ Birthplace: _____

Number of marriages including this one: _____

Social Security No.: _____

Employer: _____

Relative not living with you: _____

Defendant:

Name: _____

Physical Address: _____

Mailing Address: _____

Birthdate: _____ Birthplace: _____

Number of marriages including this one: _____

Social Security No.: _____

Employer: _____

Relative not living with you: _____

Prior Involvement with the 14th JDC, Family and Juvenile Court:

Type of Proceeding	Caption/Docket Number
_____ Divorce (list all known proceedings that involve either party)	_____
_____ Domestic Abuse Protection (list all known proceedings that involve either party)	_____
_____ DCFS (Child in Need of Care Proceedings)	_____
_____ Juvenile Court (Delinquency, FINS, Truancy, Drug Court)	_____
_____ Adoption	_____
_____ Other	_____

General Information:

Parties married at _____ on _____.

Parties separated on or about _____.

Number of children under 18 years of age born of the marriage _____.

Their names and ages, if any: _____

Attorney for Plaintiff: _____

Attorney for Defendant: _____

BRIEFS AND MEMORANDUM

A. Any brief, memorandum and/or correspondence with the Court shall be furnished contemporaneously to the opposing counsel or party, if unrepresented, with a certificate of compliance attached thereto.

B. B. All exceptions and motions for new trial shall be accompanied by a brief written statement of the facts and reasons in support of the exception or motion and a memorandum of authorities on

which the party relies. Copies shall be furnished contemporaneously to the opposing counsel or party if unrepresented. Each party opposing the exception or motion shall file with the Court, no later than five (5) judicial days before the hearing, a brief statement of the facts and reasons advanced in opposition to the exception or motion and a memorandum of authorities on which the party relies, a copy of which shall likewise be provided contemporaneously to the opposing counsel or party if unrepresented.

C. C. Any exception or motion which is filed without a memorandum of authorities attached shall not be assigned a hearing date or in the discretion of the Court may be dismissed. Attorneys appearing without having timely filed the required memorandum of authorities may not be permitted to argue.

Fifteenth Judicial District Court

Parishes of Acadia, Lafayette and Vermilion

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

All suits or pleadings for annulment, divorce and separation and all Family Docket cases shall be docketed as such. Unless otherwise set forth in the initial pleading for annulment, divorce and separation, the filing attorney or unrepresented party shall file a certification stating whether there are minor children born of, adopted or legitimated by the marriage that is the subject of the litigation.

In all instances, suit captions in all annulment, divorce and separation matters and all Family Docket cases shall include the parties' full names together with a woman's maiden name and her married name if applicable, and the Judge's division and Hearing Officer's division to which it is allotted. Divorce petitions shall clearly state within the title of the suit whether the petitioner is seeking a divorce under C.C. Articles 102 or 103 and whether there are or are not any minor children born or adopted of the marriage, or legitimated by the marriage of the parties. For example "Petition for 102 Divorce Without Minor Children" or "Petition for 103 Divorce With Minor Children."

All suits or pleadings for annulment, divorce and separation and all Family Docket cases involving minor child(ren) shall state the full names of each child and date(s) of birth.

Sixteenth Judicial District Court

Parishes of Iberia, St. Martin and St. Mary

When a party moves to set for hearing a rule, exception, motion for summary judgment or other preliminary matter, he shall attach an adequate brief or financial declaration to that motion; otherwise, the Court will decline to sign the order setting the matter for a hearing. The other parties shall file their response memorandum at least five days prior to the hearing. With respect to trials on the merits, all parties will file pre-trial memoranda at least five days prior to the date on which the merits are fixed for trial.

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.

Seventeenth Judicial District Court

Parish of Lafourche

A. Any petition, motion, rule to show cause or application for a temporary restraining order, preliminary injunction or permanent injunction pursuant to La. R.S. 9:372, La. R.S. 9:361, et seq., La. C.C.P. Art. 3601, et seq., La. R.S. 46:2131, et seq., La. R.S. 46:2151, La. Ch.C. Art. 1564, et seq., or La. R.S. 13:4248, or any motion to modify or dissolve an existing Louisiana Uniform Abuse Prevention Order, shall include a legible and fully completed Louisiana Uniform Abuse Prevention Order in a form approved by the Louisiana Protective Order Registry and prepared for the signature of the presiding judge.

In any proceeding in which a temporary restraining order has been issued, a motion seeking a continuance of the hearing on the preliminary injunction shall include a legible and fully completed Louisiana Uniform Abuse Prevention Order.

B. Whenever an order is issued pursuant to La.C.Cr.P. Art 327.1 or La.C.Cr.P. Art 335.1, the Sheriff shall: (1) present to the defendant a stay away order and notice to appear before the division of court conducting arraignments on the next day such division of court is in session, and (2) complete a legible Louisiana Uniform Abuse Prevention Order in a form approved by the Louisiana Protective Order Registry and forward such order to the division of court conducting arraignments prior to the

defendant's appearance before such court.

C. In all criminal cases in which a sentence imposes an order or a condition of probation for the purpose of preventing domestic violence or dating violence, the district attorney shall forward to the presiding judge a legible and fully completed Louisiana Uniform Abuse Prevention Order in a form approved by the Louisiana Protective Order Registry no later than the end of the next day the court is in session after the sentence has been pronounced.

**Eighteenth Judicial
District Court**

PLEADINGS AND NOTICE

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

Section A.

All suits or pleadings filed in Family Docket cases shall be designated and docketed as such. The proceeding first docketed including protective order in domestic violence cases shall be the proceeding for all subsequent litigation in the case.

Section B.

In all instances, suit captions in Family Docket cases shall include a woman's maiden name and her married name if applicable.

Section C.

Divorce petitions shall clearly state within the title of the suit whether the petitioner is seeking a divorce under Article 102 or 103.

**Nineteenth Judicial
District Court**

**Parish of East Baton
Rouge**

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

All petitions and other pleadings shall be addressed to The Family Court in and for the Parish of East Baton Rouge.

**For the Parish of East
Baton Rouge**

**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**

In suits for divorce, the petition must set forth affirmatively all relevant facts upon which the jurisdiction of the Court depends; and upon the trial of the case these facts, as well as the grounds upon which the demands are based, must be established by competent and sufficient evidence.

**Twenty-Fourth Judicial
District Court**

Parish of Jefferson

A. All domestic pleadings filed shall be designated as such on the face of the pleading and docketed as such by the clerk of court.

1. Suit captions in all annulment, divorce and separation matters and all domestic cases shall include the parties' full names together with a woman's maiden name and her married name if applicable, and the judge's division, commissioner and hearing officer to which it is allotted.

2. Divorce petitions shall clearly state within the title of the suit whether the petitioner is seeking a divorce under La. C.C. Art. 102 or 103, or R.S. 9:307.

B. Any pleading, brief, memorandum and/or correspondence filed with the court shall be furnished contemporaneously and in the same manner to the opposing counsel or party, if unrepresented, and shall be accompanied by a certificate of compliance with this rule.

C. The delays for filing of pleadings, briefs or memoranda and response thereto prior to hearing shall, except where specifically addressed in these rules, conform to the Uniform District Court Rules 9.8, 9.9, 9.10.

D. When a pleading is filed in any domestic matter where child custody and visitation, child support, spousal support, community property, use and occupancy of movables and immovables is or may become an issue, the parties shall comply with the Appendix 23.0D Hearing Officer Conference and Information Order and submit an Appendix 23.0B Family Law Affidavit with all pertinent portions completed unless current forms have previously been filed.

1. The clerk of court shall cause to be served upon counsel for the opposing party, or the opposing party where unrepresented, a certified copy of the original pleading and the forms required by the 24th JDC's Appendix 32.0B.

2. The forms shall be completed and exchanged by the parties and delivered to the hearing officer not less than five (5) working days prior to the hearing officer conference.

E. In any domestic matter in which pleadings and/or hearing officer packets are filed which do not substantially conform to the rules of this court, or judgments are not submitted in a timely manner, the district judge, the domestic commissioner or the domestic hearing officer may impose such sanctions as it may deem appropriate, and as provided by law, including but not limited to:

1. A denial of the right to oral argument;

2. A continuance of the hearing to permit opposing counsel to adequately prepare for the hearing;

3. An award of costs, including reasonable attorney's fees, to the opposing party, to compensate such party for the time and expense lost. The reasonable attorney's fee sanction shall be up to \$250.00 from the offending attorney or pro se litigant to the aggrieved attorney or pro se litigant. This sanction shall also be applicable to attorneys or litigants that unjustifiably fail to appear at scheduled hearing officer conferences or district court trial, without prior notice to the hearing officer or court.

4. A summary ruling against the party who failed to submit proper pleadings timely.
5. A finding of contempt and imposition of fines and penalties.

**Twenty-Fifth Judicial
District Court**

Parish of Plaquemines

**Twenty-Sixth Judicial
District Court**

**Parishes of Bossier and
Webster**

**Twenty-Seventh Judicial
District Court**

Parish of St. Landry

**Twenty-Eighth Judicial
District Court**

Parish of LaSalle

**Twenty-Ninth Judicial
District Court**

Parish of St. Charles

**Thirtieth Judicial District
Court**

Parish of Vernon

**Thirty-First Judicial
District Court**

Parish of Jefferson Davis

**Thirty-Second Judicial
District Court**

Thirty-Third Judicial
District Court
Parish of Allen

In suits for divorce or separation from bed and board, the petition must set forth affirmatively all relevant facts upon which the jurisdiction of the Court depends; and upon the trial of the case these facts, as well as the grounds upon which the demands are based must be established by competent and sufficient evidence.

All suits for divorce or separation shall be accompanied by an informational sheet, referred to as the "Clerk's Form". A sample of this form is as follows:

INFORMATIONAL SHEET--CLERK'S FORM

PLAINTIFF:

Name: _____
Usual Residence: _____

Birthdate: _____
Birthplace: _____
Number of marriages
including this one: _____
Employment: _____

DEFENDANT:

Name: _____
Usual Residence: _____

Birthdate: _____
Birthplace: _____
Number of marriages
including this one: _____
Employment: _____

GENERAL INFORMATION:

Parties are of the _____ race.

They were married at _____

They separated on or about _____

Number of children under 18 years of age are _____

Their names and ages, if any, are _____

ATTORNEY FOR PLAINTIFF: _____
ATTORNEY FOR DEFENDANT: _____

FURTHER COMMENTS:

**Thirty-Fourth Judicial
District Court**

Parish of St. Bernard

**Thirty-Fifth Judicial
District Court**

Parish of Grant

**Thirty-Sixth Judicial
District Court**

Parish of Beauregard

In suits for separation from bed and board or divorce, the petition must set forth affirmatively all relevant facts upon which the jurisdiction of the court depends; and upon the trial of the case these facts, as well as the grounds upon which the demands are based, must be established by competent and sufficient evidence.

**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:

(a) In proceedings for divorces based upon a judicial separation, followed by one year separation without reconciliation, the defendant or his attorney therein may accept service and waive citation. In all other separation and divorce cases, all petitions must be filed in the office of the Clerk of Court, citations regularly issued thereon, and service made according to law.

(b) Any answer, or other pleading, either prepared, filed or in any manner directly or indirectly handled, or any advice given by counsel to the party, other than the one he represents, should be avoided.

**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
