

**APPENDIX 24.0: COURT-SPECIFIC RULES CONCERNING FORM OF PLEADINGS  
AND CAPTION REQUIREMENTS IN FAMILY LAW PROCEEDINGS**

COURT	PARISHES	JDC-SPECIFIC RULES ON PLEADING AND CAPTION REQUIREMENTS IN FAMILY LAW PROCEEDINGS
13 <sup>th</sup> J.D.C.	Evangeline Parish	<p>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.</p> <p>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.</p>
14 <sup>th</sup> J.D.C.	Calcasieu Parish	<p>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.</p> <p>2. All initial filings in new suits filed in Family Court shall be accompanied by this form:</p> <div style="text-align: right; margin-right: 100px;"> <p>14<sup>TH</sup> JUDICIAL DISTRICT COURT PARISH OF CALCASIEU STATE OF LOUISIANA</p> </div> <p>VS. NO. _____</p> <p>FILED: _____</p> <div style="text-align: right; margin-right: 100px;"> <p>DEPUTY CLERK OF COURT</p> </div> <p style="text-align: center;">CLERK'S FORM</p> <p><b>Plaintiff:</b> Name: _____ Physical Address: _____ Mailing Address: _____ Birthdate: _____ Birthplace: _____ Number of marriages including this one: _____ Social Security No.: _____ Employer: _____ Relative                    not                    living                    with                    you: _____</p> <p><b>Defendant:</b> Name: _____ Physical Address: _____ Mailing Address: _____ Birthdate: _____ Birthplace: _____</p>

		<p>Number of marriages including this one: _____  Social Security No.: _____  Employer: _____  Relative _____ not _____ living _____ with _____ you:  _____</p> <p><b>Prior Involvement with the 14<sup>th</sup> JDC, Family and Juvenile Court:</b></p> <table border="0"> <tr> <td>Type of Proceeding</td> <td>Caption/Docket Number</td> </tr> <tr> <td>_____ Divorce (list all known proceedings that involve either party)</td> <td>_____</td> </tr> <tr> <td>_____ Domestic Abuse Protection (list all known proceedings that involve either party)</td> <td>_____</td> </tr> <tr> <td>_____ DCFS (Child in Need of Care Proceedings)</td> <td>_____</td> </tr> <tr> <td>_____ Juvenile Court (Delinquency, FINS, Truancy, Drug Court)</td> <td>_____</td> </tr> <tr> <td>_____ Adoption</td> <td>_____</td> </tr> <tr> <td>_____ Other</td> <td>_____</td> </tr> </table> <p><b>General Information:</b>  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: _____</p> <p>Attorney for Plaintiff: _____  Attorney for Defendant: _____</p> <p style="text-align: center;"><b>BRIEFS AND MEMORANDUM</b></p> <p>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.</p> <p>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.</p> <p>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.</p>	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	_____
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<p>15<sup>th</sup> J.D.C.</p>	<p>Acadia, Lafayette, and Vermilion Parishes</p> <p>Amended October 30, 2015,</p>	<p>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.</p> <p>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</p>														

	effective October 1, 2015.	<p>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."</p> <p>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.</p>
16 <sup>th</sup> J.D.C.	St. Mary, Iberia, and St. Martin Parishes	<p>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.</p> <p>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.</p>
17 <sup>th</sup> J.D.C.	Lafourche	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
18 <sup>th</sup> J.D.C.	Iberville, Pointe Coupee, and West Baton Rouge Parishes	<p style="text-align: center;"><b>PLEADINGS AND NOTICE</b></p> <p>Section A.</p> <p>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</p>

		<p>cases shall be the proceeding for all subsequent litigation in the case.</p> <p>Section B.</p> <p>In all instances, suit captions in Family Docket cases shall include a woman's maiden name and her married name if applicable.</p> <p>Section C.</p> <p>Divorce petitions shall clearly state within the title of the suit whether the petitioner is seeking a divorce under Article 102 or 103.</p>
Family Court for the Parish of East Baton Rouge	East Baton Rouge Parish	All petitions and other pleadings shall be addressed to The Family Court in and for the Parish of East Baton Rouge.
23 <sup>rd</sup> J.D.C.	<p>Ascension, Assumption, and St. James Parishes</p> <p>Amended November 30, 2015, effective January 1, 2016.</p>	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.
24 <sup>th</sup> J.D.C.	Jefferson Parish	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 <i>Hearing Officer Conference and Information Order</i> and submit an Appendix 23.0B <i>Family Law Affidavit</i> with all pertinent portions completed unless current forms have previously been filed.</p>

		<p>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 24<sup>th</sup> JDC's Appendix 32.0B.</p> <p>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.</p> <p>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:</p> <ol style="list-style-type: none"> <li>1. A denial of the right to oral argument;</li> <li>2. A continuance of the hearing to permit opposing counsel to adequately prepare for the hearing;</li> <li>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.</li> <li>4. A summary ruling against the party who failed to submit proper pleadings timely.</li> <li>5. A finding of contempt and imposition of fines and penalties.</li> </ol>
<p>33<sup>rd</sup> J.D.C.</p>	<p>Allen Parish</p>	<p>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.</p> <p>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:</p> <p style="text-align: center;"><b>INFORMATIONAL SHEET--CLERK'S FORM</b></p> <p><b>PLAINTIFF:</b>  Name: _____  Usual Residence: _____  _____  Birthdate: _____  Birthplace: _____  Number of marriages  including this one: _____  Employment: _____  _____</p> <p><b>DEFENDANT:</b>  Name: _____  Usual Residence: _____  _____  Birthdate: _____  Birthplace: _____</p>

		<p>Number of marriages including this one: _____  Employment: _____  _____</p> <p><u>GENERAL INFORMATION:</u></p> <p>Parties are of the _____ race.</p> <p>They were married at _____</p> <p>They separated on or about _____</p> <p>Number of children under 18 years of age are _____</p> <p>Their names and ages, if any, are _____  _____</p> <p>ATTORNEY FOR PLAINTIFF: _____  ATTORNEY FOR DEFENDANT: _____</p> <p>FURTHER COMMENTS:  _____  _____  _____  _____</p>
<p>36<sup>th</sup> J.D.C.</p>	<p>Beauregard Parish</p>	<p>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.</p>
<p>39<sup>th</sup> J.D.C.</p>	<p>Red River Parish</p>	<p>The following rules shall be observed with respect to separation and divorce cases:</p> <p>(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.</p> <p>(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.</p>