

**APPENDIX 24.2: COURT-SPECIFIC RULES CONCERNING ALLOTMENT OF  
CASES**

COURT	PARISHES	<u>COURT-SPECIFIC RULES CONCERNING ALLOTMENT</u>
1 <sup>st</sup> J.D.C.	Caddo Parish	<p style="text-align: center;">FILING OF DIVORCE AND MATTERS INCIDENTAL TO DIVORCE; MULTIPLE DIVORCE PETITIONS</p> <p>In accordance with C.C. Art. 2375(C), all pleadings or motions between the same parties relative to divorce or matters incidental to divorce must be filed in the first suit filed by either party.</p> <p style="text-align: center;">FILING OF DIVORCE AND MATTERS INCIDENTAL TO DIVORCE; MULTIPLE DIVORCE PETITIONS</p> <p>In accordance with C.C. Art. 2375(C), all pleadings or motions between the same parties relative to divorce or matters incidental to divorce must be filed in the first suit filed by either party.</p>
7 <sup>th</sup> J.D.C.	Catahoula and Concordia Parishes	No case shall be allotted which has not been regularly filed and docketed, except that in uncontested domestic matters not previously docketed and allotted, the original papers may be filed in open Court in either division, docketed and allotted to the division sitting at the time, and forthwith decided according to law.
11 <sup>th</sup> J.D.C.	Sabine Parish	<p>A. When a suit for divorce has been filed in this district and any other ancillary proceedings directly connected with the original suit are filed thereafter, the subsequent action shall be filed in the original proceeding. Thus, the judge originally assigned the matter shall continue the proceeding until it is drawn to a conclusion.</p> <p>B. Where a suit is filed, involving a summary matter, accompanied by a rule, as a rule for restraining order and injunctive relief, child custody, support, alimony and the like, the suit will first be filed with the Clerk of Court, docketed and allotted before being presented to a Judge, who shall then fix a hearing on the rule for the next court to be held in the Parish, within the time provided by law, by the Judge of the Division to whom the case has been allotted. The Judges of each Division may, in addition to his regularly scheduled terms of Court, designate two days each month, for each Parish, for hearing such matters as are hereinabove referred to if such additional scheduling is necessary.</p>
14 <sup>th</sup> J.D.C.	Calcasieu Parish	<p>A. Family and Juvenile Court cases shall be allotted on random basis and in a manner that prevents parties filing proceedings from anticipating assignments or otherwise forum shopping for a particular division of the Court.</p> <p>B. All cases involving the same family units shall be allotted to the same division of the Court.</p>

		<p>C. Once a case has been allotted, all exceptions, motions, rules and trials on the merits shall be heard by the Judge of the division to which the case is allotted. Any uncontested matter, preliminary default or confirmation of default may be taken up before any division of Family and Juvenile Court.</p> <p>D. If all Judges in Family and Juvenile Court are recused or are unable to preside in the matter, the case shall be assigned randomly among the other Judges of the 14<sup>th</sup> Judicial District Court.</p> <p>E. If two cases are consolidated, the case having the highest docket number shall be transferred to the division to which the case having the lower docket number has been allotted.</p> <p>F. The allotment of cases referred to herein shall be made by the Deputy Clerk of Court assigned to Family and Juvenile Court or any Deputy Clerk duly designated.</p> <p>G. After a case has been allotted, the Clerk of Court shall at once cause the division to which the case has been allotted to be noted on the outside of the jacket of the record and in the docket book.</p>
16 <sup>th</sup> J.D.C.	St. Mary, Iberia, and St. Martin Parishes	Family Docket cases shall be allotted to divisions of the court by the Clerk of Court of each parish in the same manner as allotment of other civil issues.
17 <sup>th</sup> J.D.C.	Lafourche Parish  Adopted February 21, 2017, effective February 21, 2017.	<ol style="list-style-type: none"> <li>1. Attorneys are required to comply with La. Dist. Court Rule 9.4 regarding Notice of Prior Filing or Multiple Filing, for family law, juvenile, domestic violence cases, even if the original case is no longer pending.</li> <li>2. The 17<sup>th</sup> JDC shall make every effort to practice a One Family One Judge allotment and case transfer system, to the division of the earliest filed case, even if the original case is no longer pending. Upon filing, the clerk shall certify whether there are prior domestic, domestic violence proceedings, protective orders, support enforcement and juvenile pleadings filed between the same parties.</li> <li>3. An action filed after a reconciliation of the parties, an abandonment of the action, a dismissal of the action, with or without prejudice, a finding of nullity, shall be given a new suit number; however, the clerk of court shall automatically allot the case to the same division as the prior case.</li> <li>4. When a suit is filed into a new docket number involving the same parties to an ongoing suit, the cases shall be consolidated into one suit number. The cases with the higher docket number shall be consolidated into the case with the lowest docket number in the original division.</li> <li>5. All cases involving the same payor of child support shall be transferred to the same division of the Court. In the event there are multiple cases involving the same payor of child support, all the cases shall be transferred</li> </ol>

		<p>to the division with the lowest number.</p> <p>6. A Court may decline to take further action on the cases until they are properly transferred and/or allotted.</p>
<p>Family Court for the Parish of East Baton Rouge</p>	<p>East Baton Rouge Parish</p>	<p style="text-align: center;">ALLOTMENT OF CASES.</p> <p>1. The Clerk of Court shall, upon the filing of any new proceedings, immediately allot the same to a division by the use of a mechanical or electronic device to ensure the equal assignment among the divisions of Court. The method of allotment shall be subject to the direct supervision of the Court and shall maintain equal distribution of cases among the divisions.</p> <p>2. If a petition for a domestic violence order is the initial filing, it shall be allotted according to § 1 of this rule. If a proceeding between the same parties has already been filed at the time of the filing of a domestic violence petition, it shall be handled in accordance with the <i>Domestic Violence Proceedings</i> section below.</p> <p>3. Any variance from this rule must be approved by all judges concerned.</p> <p style="text-align: center;">RE-ALLOTMENT OF CASES.</p> <p>1. After a case has been allotted, it may be re-allotted for good cause from one division to another by an order signed by the judge presiding over the division from which the case is being re-allotted, or by an order rendered ex proprio motu by the Court sitting en banc.</p> <p>2. Upon the re-allotment of a case, the division designation on the record jacket shall be changed, the Clerk's cost docket shall reflect the change, and all additional pleadings are to bear the new caption. The re-allotment order or a copy thereof is to be filed in all affected records.</p> <p style="text-align: center;">CONSOLIDATION OF CASES.</p> <p>1. When a suit is filed into a new docket number involving the same parties to an ongoing suit, the cases shall be consolidated into one suit number. The cases with the higher docket numbers shall be consolidated into the case with the lowest docket number in the original division.</p> <p>2. Consolidations under this rule shall be accomplished by a motion to consolidate filed by an attorney or self-represented party. The motion shall be granted upon signature of all of the judges presiding over the affected cases. The Court may decline to take further action on the cases until they are properly consolidated according to this rule.</p> <p>3. Upon the consolidation of cases, the division designation on the record jacket shall be changed, the Clerk of Court's cost docket shall reflect the change, and all additional pleadings are to bear the caption of the lowest docket number. The consolidation order or a copy thereof is to be filed in all affected records.</p>

4. This rule shall not be applicable in domestic violence cases. Consolidations and transfers of domestic violence cases are set forth in the following *Domestic Violence Proceedings* section (below).

DOMESTIC VIOLENCE PROCEEDINGS.

1. All petitions for temporary restraining orders, preliminary or permanent injunctions, protective orders, motions to dissolve or modify prior protection orders, judgments of dismissal, and petitions making foreign protective orders executory requested pursuant to Louisiana Code of Civil Procedure articles 3601 et seq., Louisiana Revised Statutes §§ 9:361 et seq., Louisiana Revised Statutes § 9:372, Louisiana Revised Statutes §§ 46:2131 et seq., and Louisiana Revised Statutes § 46:2151 shall be accompanied by the appropriate uniform abuse prevention order provided by the Louisiana Protective Order Registry.

2. For these matters, whether in conjunction with any other pleading or separate from any other action, the Court will accept only those forms designated and approved by the Louisiana Protective Order Registry. Failure to use these forms may result in denial of the relief sought.

TRANSFER OF CASES.

1. An action filed after a reconciliation of the parties, an abandonment of the action, a dismissal of the action, or a finding of nullity shall be given a new suit number and randomly allotted as required by law. However, the Clerk of Court shall automatically transfer the case, if the case is allotted to a different division than the original division, to ensure that the case is heard by the original division.

2. All cases involving the same payor of child support shall be transferred to the same division of the Court. In the event that there are multiple cases involving the same payor of child support, all the cases shall be transferred to the division with the lowest suit number.

3. Transfers under this rule shall be accomplished by a notice of prior or multiple filings filed by an attorney or self-represented party:

\_\_\_\_\_ NO: \_\_\_\_ DIV. \_\_\_\_\_  
(PETITIONER)

THE FAMILY COURT  
PARISH OF EAST BATON ROUGE

VERSUS  
STATE OF LOUISIANA  
\_\_\_\_\_ (DEFENDANT)

NOW INTO COURT comes \_\_\_\_\_,  
petitioner herein, who advises that the attached pleadings involves the same  
parties as those in a suit entitled \_\_\_\_\_

		<p>_____, bearing docket number F _____, which was allotted to Division _____ of The Family Court. Subsequently, there was:</p> <p>_____ a reconciliation of the parties.  _____ an abandonment of the action.  _____ a dismissal of the action.  _____ a finding of nullity.  _____ other: _____.</p> <p>According to the rules of The Family Court, the attached pleading should be allotted a new docket number and division as provided by law, and then transferred to the original division provided above.</p> <p style="text-align: center;">Respectfully submitted:</p> <p style="text-align: center;">_____  (ATTORNEY SIGNATURE)</p> <p style="text-align: center;">_____  (PRINTED FULL NAME)</p> <p style="text-align: center;">_____  (BAR ROLL NUMBER)</p> <p style="text-align: center;">_____  (STREET ADDRESS)</p> <p style="text-align: center;">_____  (CITY/STATE/ZIP CODE)</p> <p style="text-align: center;">_____  (TELEPHONE NUMBER)</p> <p style="text-align: center;">*****</p> <p>The Court may decline to take further action on the cases until they are properly transferred according to this rule.</p> <p>4. Each case shall maintain its own suit number but the division designation on the record jacket shall be changed, the Clerk’s cost docket shall reflect the change, and all additional pleadings are to bear the new division designation. The transfer order or a copy thereof is to be filed in all affected records.</p> <p>5. This rule shall not be applicable in domestic violence cases. Consolidations and transfers of domestic violence cases are set forth in the <i>Domestic Violence Proceedings</i> section above.</p>
<p>21<sup>st</sup> J.D.C.</p>	<p>Livingston, St. Helena, and Tangipahoa Parishes</p>	<p>In domestic cases, all pleadings involving the same family units shall be allotted to the same division of court, under the process set forth in Appendix 9.3. When a petition in a civil divorce action, protective order case under Title 46 of the Revised Statutes, or a rule for support initiated by the State of Louisiana is filed, that matter shall be immediately allotted, and any subsequent filing in any of these types of proceedings shall be filed in the same proceeding as the pleading first filed.</p> <p>Community property partition cases which are filed separately from the divorce action giving rise to the partition proceeding shall be allotted to the same</p>

		division to which the first action involving the parties was allotted. The same rule for allotment shall be applied to support enforcement, paternity actions, protective orders, and all other matters involving the same family unit.
22 <sup>nd</sup> J.D.C.	St. Tammany and Washington Parishes  Amended July 11, 2017, effective January 1, 2018.	<p>A. Subject Matter Jurisdiction</p> <p>The subject matter jurisdiction for Divisions K and L shall be limited to family and juvenile matters as provided by Article V. Section 15 (A) of the Constitution of the State of Louisiana and La. R.S. 13:621.22.</p> <p>B. Re-allotment of Existing Cases to Family Court</p> <p>All existing family court matters shall be randomly re-allotted, beginning January 1, 2009, from Divisions A through J, to Divisions K and L, such re-allotment to occur as pleadings are filed. All new family court civil filings in St. Tammany and Washington Parishes, filed on January 1, 2009, and thereafter, shall be randomly allotted to Divisions K and L.</p> <p>C. Re-allotment of Family Court Cases Due to Recusal</p> <p>If the Judge of either family court, Division K or L, is recused from a case, the case will be allotted to the other family court division. In cases filed prior to January 1, 2009, if both judges of the family court, Divisions K and L, are recused from a case, the case will be re-allotted to the general jurisdiction division to which it was allotted prior to January 1, 2009. In new cases filed on January 1, 2009 and thereafter, the cases will be randomly re-allotted to one of the ten general jurisdiction divisions.</p> <p>D. Juvenile Docket</p> <p>All juvenile matters in St. Tammany and Washington Parishes shall be allotted to Division “G” effective January 1, 2018 until further notice except for: (1) the Child Support Enforcement Appeal Docket; (2) Juvenile Drug Court; and (3) adoptions involving children that have never been the subject of a Child in Need of Care proceeding.</p> <p>Any adoption proceeding instituted in this court involving a child that has been the subject of a Child in Need of Care proceeding shall be allotted or transferred to the Division “G” or the city court exercising original juvenile jurisdiction over the child.</p> <p>E. Child Support Enforcement Appeal Docket</p> <p>The Child Support Enforcement Appeal Docket (also referred to as Title IV-D or Non-support) shall be assigned to Division K until further notice.</p> <p>F. The Protective Order Appeal Docket</p> <p>The Protective Order Appeal Docket shall be assigned to Divisions K and L on a random basis. All Protective Order Petitions shall be assigned to the Commissioner’s docket, unless waived by the Court.</p>

		<p><b>G. Adoption proceedings</b></p> <p>To determine allotment of adoption proceedings pursuant to Appendix 24.2(D), each petitioner or their counsel of record shall execute the required Appendix 24.2(G) Juvenile Jurisdiction Certification Affidavit for each child involved in every private, intrafamily, or agency adoption proceeding. The Certification Affidavit shall be filed with the Clerk of Court together with the Petition for Adoption.</p> <p>Attached to the Petition for Adoption or the Certification Affidavit shall be a copy of the last judgment pertaining to the custody and/or disposition involving the prospective adoptive child.</p> <p>The Appendix 24.2(G) Juvenile Jurisdiction Certification Affidavit shall contain the following language or language substantially in conformity therewith:</p> <p style="padding-left: 40px;">“BEFORE ME, the undersigned notary public, comes _____ Petitioner/Counsel for Petitioner(s), who being duly sworn, did depose and state that he/she is the Petitioner/Counsel for Petitioner(s) in the foregoing Petition for Adoption, that to the best of his/her personal knowledge, information and belief the proposed adoptive child has/has never been the subject of a Child in Need of Care proceeding.</p> <p style="padding-left: 40px;">Furthermore, Petitioner/Counsel for Petitioner(s) hereby certifies that (choose one) the 22nd Judicial District Court/Slidell City Court/Bogalusa City Court/other specified has original juvenile jurisdiction over the proposed adoptive child.”</p>
<p>23<sup>rd</sup> J.D.C.</p>	<p>Ascension, Assumption, and St. James Parishes</p> <p>Amended November 30, 2015, effective January 1, 2016.</p>	<p><b>A. ALLOTMENT OF CASES</b></p> <p>The Clerk of Court shall assign randomly to Divisions A, B, C, D, and E all cases when any pleading is filed in accordance with Code of Civil Procedure Article 253.1. Civil cases will be randomly allotted in the following categories: 1) personal injury and maritime cases; 2) family cases; and 3) all other civil cases. In each category, each division shall be randomly allotted the same number of cases. In St. James Parish, all paternity and support cases filed by the State of Louisiana shall be assigned to Division B. In Assumption Parish, all paternity and support cases filed by the State of Louisiana shall be assigned to Division D. In Ascension Parish, all paternity and support cases filed by the State of Louisiana shall be assigned to Divisions A, C, and E.</p> <p>In the event a judge recuses himself/herself or is recused from a case, the case shall be re-allotted by the Clerk of Court.</p> <p><b>B. ALLOTMENT OF CASES REQUIRING A PROTECTIVE ORDER</b></p> <p>1. If a protective order is the initial proceeding filed, it shall be randomly allotted to a district judge.</p>

		<p>2. If at the time of filing a petition for protective order, a proceeding between the same parties has been filed, the petition for protective order shall be filed in the original case.</p> <p>3. The Hearing Officer shall conduct domestic abuse hearings including actions filed pursuant to the Domestic Abuse Assistance Act, the Post-Separation Family Violence Relief Act, and the Uniform Abuse Prevention Orders with the delays allowed by law.</p> <p>4. Appeals from recommendations of the Hearing Officer shall be filed in conformity with the 23<sup>rd</sup> JDC's Appendix 34.2.</p>
<p>24<sup>th</sup> J.D.C.</p>	<p>Jefferson Parish</p>	<p>A. Domestic cases shall be allotted to divisions of the court by the clerk of court in the same manner as civil cases and shall be designated as domestic.</p> <p>B. No case shall be allotted which has not been regularly filed and docketed.</p> <p>C. At the time of filing, each case shall be simultaneously assigned by random allotment to a district judge and a domestic commissioner.</p> <p>D. Domestic hearing officers shall be assigned to district court divisions. Domestic hearing officer conferences for cases allotted to a division of district court will be conducted by the domestic hearing officer assigned to that division of court. If the assigned domestic hearing officer is truly unavailable any other domestic hearing officer may conduct the domestic hearing officer conference.</p> <p>E. The proceeding first filed, unless abandoned or dismissed as a matter of law, shall be the proceeding for all subsequent litigation in the case. Upon filing, the clerk shall certify whether there are prior domestic pleadings filed between the same parties.</p> <p>F. At the time an initial pleading in a domestic case is filed, the clerk of court shall provide the parties or their attorneys with the following forms: <i>Notice of Hearing Officer Conference and Notice of Hearing Date of Suit</i> (form appears in 24<sup>th</sup> JDC's Appendix 32.0B), an Appendix 23.0B <i>Family Law Affidavit</i>, and an Appendix 23.0D <i>Hearing Officer Conference and Information Order</i>.</p> <p>G. Litigants represented by the Pro Bono Project, New Orleans Legal Assistance Corporation, New Orleans Family Services, Tulane Law School Clinic, Loyola Law School Clinic and litigants who are receiving public assistance or who qualify under La. C.C.P. Art. 5183 shall enjoy the rebuttable presumption of pauper status.</p> <p style="text-align: center;"><b>ALLOTMENT OF CASES REQUIRING A PROTECTIVE ORDER</b></p> <p>A. If a protective order is the initial proceeding filed, it shall be randomly allotted to a district judge, and domestic commissioner.</p>



		<p>B. If at the time of filing of a petition for protective order, a proceeding between the same parties has been filed, the petition for protective order shall be filed in the original case.</p> <p>C. The domestic commissioner shall conduct domestic abuse hearings including actions filed pursuant to the Domestic Abuse Assistance Act, the Post-Separation Family Violence Relief Act, and Uniform Abuse Prevention Orders within the delays allowed by law.</p> <p>D. Appeals from judgments of the domestic commissioner shall be filed in conformity with the 24th JDC’s Appendix 32.0B.</p> <p style="text-align: center;"><b>HEARING BEFORE JUDGE TO WHOM CASE ALLOTTED.</b></p> <p>A. Matter Heard by Judge to Whom Allotted</p> <p>Except matters reserved to the domestic commissioners and domestic hearing officers by these rules and except as allowed by La. C.C.P. Art. 253.3, all contested matters must be heard by the judge to whom the matter was allotted. If all parties and both judges consent, a judge other than the one allotted the action may hear the matter. The judge to whom the action has been allotted may designate any other judge to sign such orders and set such hearings, and in his or her absence, to hear such matters as necessary to comply with law, or when deemed to be an emergency, in accordance with La. C.C.P. Art. 253.3.</p> <p>B. Allotment; Signing of Pleadings in Allotted Cases</p> <p>To the extent allowed by La. C.C.P. Art. 253.3, the 24<sup>th</sup> Judicial District Court may designate in accordance with the local rules and as set forth in Appendix 3 of the La. District Court Rules: (1) those matters that ordinarily will not be allotted to a particular division of the court and instead will be signed by the duty judge or commissioner or by any judge authorized to sign such pleadings; and (2) those pleadings that, although filed in actions that will be allotted, may be presented for signature to the duty judge or commissioner or to any judge authorized to sign such pleadings.</p>
27 <sup>th</sup> J.D.C.	St. Landry Parish	<p>In criminal matters, all felony and misdemeanor cases shall be allotted by chance to the several divisions. However, all traffic cases, non-support matters, protective orders, orders of protective custody and preliminary matters at magistrate's hearing will not be allotted and will be handled by the judge on the criminal bench at that time said matters are presented to said judge.</p> <p>All matters initiated under the Family Violence Act (R.S. 46:2121 et seq.) shall be presented first to the hearing officer and then to the judge on criminal duty. In cases of extreme emergency or when the judge on criminal duty will not be available for more than 24 hours, at the request of the judge on criminal duty, the matter may be submitted to any other available judge. However, the case will remain thereafter with the judge on criminal duty for any future dispositions.</p>
29 <sup>th</sup>	St. Charles	1. The Clerk of the Twenty-Ninth Judicial District Court, or a person designated

J.D.C.	Parish	<p>by him and under his immediate supervision, upon the filing of any new civil proceeding and the payment of all costs chargeable thereto, shall immediately and publicly allot the case to a division of the Court in a manner and by the use of a mechanical or electronic device which insures the equal assignment by chance and by lot among the divisions of the court. The Clerk of Court shall furnish to the court a list of the allotments monthly.</p> <p>2. Protective orders shall be randomly allotted according to the Clerk's random allotment procedures. Any subsequently filed suit for divorce between the same parties shall be consolidated with any protective order suit that is still active. Any protective order suit is still active if it has not been formally dismissed with a written order of dismissal signed by a judge or unless it has expired by operation of law.</p>
30 <sup>th</sup> J.D.C.	St. Charles Parish	<p>A. Suits or proceedings not in their nature original, but growing out of suits or proceedings previously pending, such as actions of nullity of judgment, or to restrain or regulate the execution of process, mesne or final, in suits previously pending, shall not be docketed as separate suits, but shall be treated as parts of the original suits out of which they arise, shall be docketed and numbered as parts of such suits, and shall follow the prior allotment or assignment to the respective division of the Court. Whenever, by error or oversight, this rule shall be violated the Judge to whom the matter shall have been allotted shall have power to order same transferred to the proper division, there to be consolidated with the original suit.</p> <p>A suit to change custody or to amend alimony or child support payments should be assigned to the Judge of the division to which the case was originally allotted.</p> <p>B. When alimony or child support has been fixed in a proceeding, any subsequent application or rule to increase, decrease, or otherwise amend such payments shall be allotted to the judge of the Division of which it was previously allotted.</p>
Civil District Court	Orleans Parish	<p>1. No case shall be allotted which has not been regularly filed and docketed.</p> <p>2. To avoid confusion when divisions rotate in and out of the domestic relations section, cases shall be allotted to sections rather than to the divisions of court. Upon filing the first pleading, a case shall be randomly allotted either to section 5 through section 16 (non-domestic cases) or to a domestic relations section. When a division ceases to be a domestic relations section, it shall be assigned those cases previously assigned to that division succeeding to the domestic relations section. The Clerk of Court shall publish conspicuously in the Clerk's Office the assignment of case sections to particular divisions of the court. The division shall handle the section cases assigned to it until a change in the assignment of cases in accordance with this Rule.</p> <p>3. To achieve continuity of case management, and to avoid the appearance of forum shopping, it is the policy of the court that subsequent but related</p>

		<p>cases should be transferred to the division to which the original case was allotted, whether or not such earlier case is still pending. It shall be the duty of any attorney in such cases to call to the court's attention the existence of such earlier case. The following are examples of cases which ought to be transferred to the original division:</p> <p>Domestic cases involving spouses between whom a prior case had been pending, even though terminated by reconciliation or otherwise dismissed, including subsequent cases for dissolution of the marriage, settlement of the community, alimony or custody.</p>
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