

**APPENDIX 24.7B: COURT-SPECIFIC RULES CONCERNING ORDER OF BUSINESS**

| COURT                  | PARISHES   | <u>COURT-SPECIFIC RULES CONCERNING ORDER OF BUSINESS</u>  |        |   |         |   |           |   |          |  |        |   |
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| 1 <sup>st</sup> J.D.C. | Caddo Parish   | <p style="text-align: center;">DOCKET FOR FAMILY LAW SECTIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Monday</td> <td style="padding: 5px;">9:30 Motion Hour<br/>Consents*<br/>Rules (Incidental Matters Only)<br/>1:30 Interim Orders</td> </tr> <tr> <td style="padding: 5px;">Tuesday</td> <td style="padding: 5px;">9:30 Motion Hour<br/>Consents*<br/>Rules (Incidental Matters Only)<br/>1:30 Interim Orders</td> </tr> <tr> <td style="padding: 5px;">Wednesday</td> <td style="padding: 5px;">9:30 Motion Hour<br/>Consents* (Alternatively: Judicial Confirmations* Commitments)<br/>Pre-Trial Conferences<br/>Title IV-D AFDC Paternity Hearings</td> </tr> <tr> <td style="padding: 5px;">Thursday</td> <td style="padding: 5px;">9:30 Motion Hour<br/>Consents*<br/>Merits Trials<br/><br/>(Includes Art. 102 Divorce Rules to Show Cause, Fault Determination, Permanent Alimony, Partition Suits, etc.)</td> </tr> <tr> <td style="padding: 5px;">Friday</td> <td style="padding: 5px;">9:30 Motion Hour<br/>Arguments*<br/>Consents*<br/>Confirmations*</td> </tr> </table> <p style="margin-top: 10px;">* Set by slip; all other hearings, rules and trials are set by written motion and order.</p> <p style="text-align: center; margin-top: 10px;"><b>PREFERENTIAL SETTINGS</b></p> <p>The granting of a preferential setting and the date of hearing shall be at the discretion of the judge. Preferential settings shall be fixed by written motion and order only, and the motion shall set forth with particularity the grounds upon which the preference is sought. Once granted, the preferential setting primes all other cases on the rule or trial docket, with the exception</p> | Monday | 9:30 Motion Hour<br>Consents*<br>Rules (Incidental Matters Only)<br>1:30 Interim Orders | Tuesday | 9:30 Motion Hour<br>Consents*<br>Rules (Incidental Matters Only)<br>1:30 Interim Orders | Wednesday | 9:30 Motion Hour<br>Consents* (Alternatively: Judicial Confirmations* Commitments)<br>Pre-Trial Conferences<br>Title IV-D AFDC Paternity Hearings | Thursday | 9:30 Motion Hour<br>Consents*<br>Merits Trials<br><br>(Includes Art. 102 Divorce Rules to Show Cause, Fault Determination, Permanent Alimony, Partition Suits, etc.) | Friday | 9:30 Motion Hour<br>Arguments*<br>Consents*<br>Confirmations* |
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of a carryover case.

**RULE DAY – ORDER OF MONDAY AND  
TUESDAY RULE DOCKET**

1. The order of the rule docket is within the control of the judge, and is generally as follows:

Cases on the rule docket fall in three (3) classes:

(a) CLASS I cases: Writs of habeas corpus and cases in which an initial award of child custody, child support, alimony, or other initial incidental relief is sought.

(b) CLASS II cases: Cases in which an accrual of support, judgment of contempt, or enforcement of a foreign judgment is sought.

(c) CLASS III cases: Cases in which a modification of a prior judgment is sought.

2. Preference will be given to CLASS I, CLASS II, and CLASS III cases in descending order. Cases within a class will be docketed and heard in chronological order commencing with the case bearing the lowest docket number.

3. The designation of the pleading (C.C.P. Art. 853) shall indicate whether the proceeding is a CLASS I, CLASS II, or CLASS III case. If no designation is made, it will be docketed as a CLASS III case.

**CONSENT MATTERS (IN COURT)**

1. A consent matter in court can be docketed Monday through Friday by tendering to the clerk by 2:00 p.m. on the day preceding the hearing the printed slip provided by the clerk of court for this purpose.

2. In suits for divorce when judgment is sought by consent, a non- reconciliation witness shall not be required, provided the testimony establishes a prima facie case, unless in the opinion of the judge additional witnesses are required for judgment. Corroboration as to the merits shall be required for C.C. 103(2) and (3) divorces.

3. In the event counsel choose to pass a case from the consent docket, counsel shall immediately notify the judge.

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| 3 <sup>rd</sup> J.D.C.  | Lincoln and Union Parishes                | <p>A. In UNION PARISH unless otherwise specially ordered by the court, all Civil, Criminal, Juvenile, Traffic and Non-support Court sessions shall start at 9:00 a.m. and shall recess at 5:00 p.m., with the noon recess from 12:00 noon until 1:30 p.m.</p> <p>B. In LINCOLN PARISH unless otherwise specially ordered by the court, all Civil, Criminal, Juvenile and Non-support Court sessions shall start at 9:00 a.m., and shall recess at 5:00 p.m., with the noon recess from 12:00 noon until 1:30 p.m.; all Traffic Court sessions shall start at 1:30 p.m. and shall recess at 5:00 p.m.</p>  |
| 14 <sup>th</sup> J.D.C. | Calcasieu Parish                          | <p>A. When cases are assigned for trial on the same date in different divisions involving the same trial attorney or attorneys, the following order of preference shall prevail:</p> <ol style="list-style-type: none"> <li>(1) Criminal jury trials;</li> <li>(2) Civil jury trials;</li> <li>(3) Custody, access and/or protective order rules and trials;</li> <li>(4) Criminal bench trials;</li> <li>(5) Civil bench trials;</li> <li>(6) Juvenile trials;</li> <li>(7) Support and ancillary rules; and</li> <li>(8) Criminal motions (exception being motions with statutory time limitations).</li> </ol> <p>B. When cases are assigned for trial on the same date in different Family and Juvenile Court divisions involving the same attorney or attorneys, the following order of preference shall prevail:</p> <ol style="list-style-type: none"> <li>(1) Juvenile continued custody hearings and trials (Delinquency, Family in Need of Services, Child in Need of Care);</li> <li>(2) Protective orders;</li> <li>(3) Trials of contested matters (custody, access, support, relocation and community property partitions);</li> <li>(4) Rules; and</li> <li>(5) Hearing Officer Conferences.</li> </ol> <p>Once a trial has commenced, it shall take preference over all other proceedings.</p> <p>C. The attorney who has a potential conflict shall immediately notify opposing counsel and the Court.</p> |
| 15 <sup>th</sup> J.D.C. | Acadia, Lafayette, and Vermilion Parishes | ORDER OF BUSINESS   |

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

A. The order of business on Family Docket rule days shall be as follows:

- (a) Filing of pleadings;
- (b) Judgments for signature, and judgments and opinions to be handled by the Court;
- (c) Motions and assignments of cases for trial;
- (d) Preliminary defaults;
- (e) Confessions of judgment, uncontested partitions and other matters except rules not at issue by answer or opposition;
- (f) Entering judgments of divorce and confirmations of default under C.C. Articles 102 and 103;
- (g) Trial of rules, exceptions or cases fixed on the docket.

In Acadia and Vermilion Parishes, cases to be tried on the merits may be fixed on any day, but on Rule days the order of business set out above and the trial of rules and exceptions shall take preference, except in Lafayette Parish where no cases will be fixed for trial on the merits on Rule days.

B. On Family Docket Rule days in any Parish, there shall be a morning hour where confirmations of divorce, other uncontested divorce matters, or motions for drug screens and/or substance abuse evaluations or seeking a mental health evaluation may be taken up commencing at 9:00 a.m. until 10:00 a.m., before the Hearing Officer. There will be no court reporter present and no record made of the proceeding. The only record will be a minute entry by the minute clerk. The Hearing Officer shall render a written recommendation, and the parties shall assent or object to the recommendations at the conclusion of the hearing. If either party objects, the matter shall be fixed on the docket of the appropriate division for the matter to be heard de novo. The hearing of rules shall commence at 10:00 a.m. that day or on the next available rule docket of the appropriate division.

**RULE DAY**

A. There shall be a regularly scheduled civil docket for family court cases for the Parishes of Acadia and Vermilion at least once per month.

B. The Clerk in any Parish shall fix up to, but not exceeding forty (40) rules, exceptions, motions or other summary proceedings, on each Division's civil rule day docket.

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|                               |  | <p>C. Family Docket rule days for Division M in Vermilion Parish shall be on Tuesdays, and for Division H shall be on Wednesdays. Family Docket rule days for Division M in Acadia Parish shall be on Wednesdays, and for Division H shall be on Tuesdays.</p>  |
| <p>18<sup>th</sup> J.D.C.</p> | <p>Iberville, Pointe Coupee, and West Baton Rouge Parishes</p> | <p style="text-align: center;"><b>ORDER OF BUSINESS</b></p> <p>Section A. Rule Day</p> <ol style="list-style-type: none"> <li>1. Docket Called;</li> <li>2. Stipulations;</li> <li>3. Uncontested matters;</li> <li>4. Matters requiring argument only;</li> <li>5. Conferences for settlement purposes in custody/visitation if requested by the Court.</li> <li>6. Contested matters (conference may be requested when case is called for hearing);</li> <li>7. All domestic violence petitions shall be heard in the same division handling such cases on a rule day, except as provided by Rule 6, Section 6.</li> </ol> <p>Section B. NUMBER OF CASES DOCKETED</p> <p>The maximum number of rules docketed for each rule day shall be thirty, exclusive of domestic violence cases and those cases docketed as extreme emergency matters by the Court.</p> <p>Section C. HOURS OF COURT</p> <p>No cases shall be commenced after 5:30 p.m. Court shall close at 6:00 p.m., and if a case is not completed or if cases remain on the docket untried, such cases shall be carried over to the next available day.</p> <p>Section D. ARREARAGE/CONTEMPT FORM</p> <p>Motions filed seeking arrearages and/or contempt for failure to pay alimony and/or child support shall be accompanied by a schedule of arrearages in the form attached to and made part of this rule. Failure to comply with this rule may result in sanctions provided by law. (SEE FORM B)</p> <p>Section E.</p> <p>On Family Docket rule days in any Parish, there shall be a morning hour where confirmations and other uncontested matters may be taken up commencing at 9:00a.m. The hearing of contested rules will commence</p> |

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|  |                         | <p>thereafter.</p> <p>Section F.</p> <p>On days other than Rule days in any parish, when matters are regularly fixed for trial on the merits, at the discretion of the presiding Judge, entry of defaults, confirmation of defaults and other uncontested matters in the nature of a confirmation of default, may be taken up fifteen (15) minutes prior to the regularly scheduled court time.</p> <p>Section D.</p> <p>It shall be the responsibility of the attorney bringing a confirmation or uncontested matter before the court that is not fixed on the docket for that day to check out the suit record from the Clerk for submission at the hearing.</p>  |
| <p>Family Court<br/>for the Parish of<br/>East Baton<br/>Rouge</p> | <p>East Baton Rouge</p> | <p>The usual order of business for Open Court sessions shall be as follows, except Rule Day:</p> <p>A. Filings of pleadings;<br/>B. Preliminary defaults;<br/>C. Calling of the docket for the day;<br/>D. Confirmation of defaults and uncontested matters;<br/>and<br/>E. Trial of assigned cases or rules.</p> <p style="text-align: center;"><b>RULE DAY</b></p> <p>1. The order of business shall be as follows on rule day:<br/>1) docket called; 2) stipulations; 3) matters requiring argument only; 4) matters set for review; 5) Boykin rights; 6) uncontested matters; 7) status conferences; and 8) contested matters.</p> <p>2. Attorneys shall answer the rule docket by telephone communication to the proper division's judicial assistant before 4:00 p.m. on the last court date before the rule day, or at 9:00 a.m. in person in open court on the rule day. Attorneys may also answer the docket by email. However, if the attorney does not receive confirmation of the receipt of the email by the judicial assistant, the answer to the docket shall be confirmed by telephone.</p> <p>3. Attorneys shall be on the fourth floor of the courthouse at 9:00 a.m. on their scheduled rule day. If an attorney is unable to do so, he shall make prior arrangements with the Court and with the opposing side. Further, attorneys shall notify the proper judicial</p> |

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|                               |  | <p>assistant of any other rules pending at the same time in any other division. Failure to check in or appear in court as required herein may cause the rule to be stricken from the docket or the hearing may proceed without the presence of the attorney who failed to properly check in or appear in court.</p> <p>4. Should service of a rule be made on the defendant after 12:00 p.m. on the Thursday preceding the assignment date, the defendant or his counsel shall be entitled to a continuance for at least one week upon making a motion to the Court.</p> <p>5. Unless the time for argument is otherwise fixed by the Court, a matter heard on rule day shall be argued and submitted immediately upon the conclusion of the taking of the testimony. The total time fixed for testimony and argument shall be no more than thirty minutes per case, unless extended by the Court.</p>  |
| <p>22<sup>nd</sup> J.D.C.</p> | <p>St. Tammany and Washington Parishes</p> | <p>A. The Order of business in Division K on Family Court rule days shall be as follows:</p> <ol style="list-style-type: none"> <li>1. Calling of the Divorce Rule Docket by the Hearing Officer at 9:00 a.m.;</li> <li>2. Calling of the Division Docket by the Hearing Officer;</li> <li>3. Calling of the Rule Docket and assignment of pre-trial conferences;</li> <li>4. Motions, Stipulations and Defaults;</li> <li>5. Pre-trial conferences;</li> <li>6. While the Judge is conducting pre-trial conferences, the Hearing Officer shall receive stipulations of uncontested matters and evidence of confirmations of default under La. Civil Code Arts. 102 and 103;</li> <li>7. Signing Judgments of Divorce in uncontested matters;</li> <li>8. Trial of rules, exceptions or cases fixed on the docket.</li> </ol> <p>B. The Order of business in Division L shall be as follows:</p> <ol style="list-style-type: none"> <li>1. Rule Days <ol style="list-style-type: none"> <li>a) Calling of the Rule Docket and assignment of pre-trial conferences at 9:30 a.m. unless otherwise noticed;</li> <li>b) Motions and Confirmations;</li> <li>c) Stipulations of uncontested matters;</li> </ol> </li> </ol> |

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|                               |                         | <p>d) Pre-trial conferences;<br/> e) Trial of rules, exceptions or cases fixed on the docket.</p> <p>2. Rocket Docket Days</p> <p>a) Calling of Divorce Rule Docket by the Hearing Officer at 9:00 a.m.;</p> <p>b) Stipulations of uncontested matters;</p> <p>c) Motions and Confirmations;</p> <p>d) Compliance hearings;</p> <p>e) Pre-trial conferences;</p> <p>f) Trial of rules, exceptions, or cases fixed on the docket.</p> <p>3. Attorneys of record and all parties are to be present to answer the docket and appear at the Judge’s pre-trial of all contested cases, beginning at 9:30 a.m. on the day of court, unless otherwise noticed.</p> <p>C. In Uncontested Adoptions, parties and attorneys of record shall be present in court and prepared to proceed on the date and time noticed and assigned for the hearing. The presence of the parties at the hearing may not be waived except with approval of the Judge, and then only upon written request in the form of an affidavit, executed no more than ten (10) days prior to the hearing. The affidavit shall outline the circumstances requiring the parties absence, as well as attesting that the parties’ testimony at the hearing would be substantially the same as the information provided to the State of Louisiana, Department of Children and Family Services, for preparation of the confidential report.</p> |
| <p>24<sup>th</sup> J.D.C.</p> | <p>Jefferson Parish</p> | <p>I. ORDER OF BUSINESS, DOMESTIC HEARING OFFICER CONFERENCES, AND DUTY OFFICERS</p> <p>A. The Order of Business</p> <p>Except in emergencies the court should give cases preference in the following order:</p> <p>1. Any matters, whether criminal, domestic, or civil, seeking injunctive or emergency relief such as expropriations, habeas corpus;</p> <p>2. Interdiction;</p> <p>3. Criminal cases;</p> <p>4. Domestic cases;</p> <p>5. Non-domestic civil cases.</p> <p>B. Domestic Hearing Officer Conferences</p>   |



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|  |  | <ol style="list-style-type: none"><li>1. Domestic hearing officer conferences will normally be scheduled on Monday through Friday from 8:00 a.m. to 4:30 p.m.</li><li>2. Domestic hearing officer conferences will normally be scheduled for one and one half (1½) hours, unless a party or counsel makes a written request for a conference period of up to two hours.</li><li>3. The hearing officer may, in his or her discretion, schedule additional conferences, hearings, rule dates as necessary.<ol style="list-style-type: none"><li>a) If there are complicated or extraordinary issues that will require a longer hearing officer conference, the parties shall notify the hearing officer of this fact at the time the initial pleading is filed. Thereafter, the hearing officer will schedule a longer hearing officer conference to accommodate the issues in the case.</li><li>b) If the hearing officer determines that there exists a situation which demands immediate attention, the hearing officer may schedule the hearing officer conference at an earlier date at the request of the parties.</li><li>c) All attorneys shall bring their calendars to the hearing officer conference to facilitate in scheduling additional conferences or rule dates.</li></ol></li><li>4. Attendance and participation at hearing officer conferences is mandatory for attorneys and litigants.</li><li>5. Motions to continue hearing officer conferences are discouraged. Where possible, no hearing officer conference should be continued except within the delays prior to the pre-set date before the district court or domestic commissioner.</li><li>6. When any matter set before the domestic hearing officer and the district court or domestic commissioner is completely resolved before the hearing date, the mover(s) or their counsel shall immediately notify the hearing officer and the district court or domestic commissioner, in writing, by fax or mail, that the matter has been resolved so that other matters may be set.</li><li>7. The written recommendation of the hearing officer shall contain all of the following:<ol style="list-style-type: none"><li>a) A statement of the pleadings;</li><li>b) A statement of the findings of fact by the hearing officer;</li><li>c) A statement as to the findings of law based on the pleadings and the facts, including his or her opinion thereon;</li><li>d) A proposed judgment.</li></ol></li></ol> |
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|  |  | <p>8. Consent Judgments</p> <p>a) Every effort will be made to reduce all agreements reached between the parties at the hearing officer conference to a consent judgment prepared contemporaneously with the hearing officer conference while the parties and their attorneys are present before the hearing officer.</p> <p>i. The hearing officers will make every attempt to prepare these consent judgments for the parties during the hearing officer conference.</p> <p>ii. The court will provide computers and printers to permit counsel of record to prepare these consent judgments before leaving the courthouse at times when the hearing officer is unable to prepare the judgment. The court encourages counsel to prepare these judgments before leaving the courthouse.</p> <p>iii. All consent judgments which have been reduced to writing during the hearing officer conference shall immediately be presented to the domestic commissioner for signature and filed into the record; in any instance in which no domestic commissioner is available, before the duty judge.</p> <p>b) All consent judgments which have not been reduced to writing during the hearing officer conference may be read into the record before the domestic commissioner immediately following the hearing officer conference; in any instance in which the domestic commissioner is unavailable, before the duty judge. Such consent judgments shall be reduced to writing, distributed between counsel and/or unrepresented parties, signed by all counsel of record, and/or parties, and submitted to the domestic commissioner for signature within ten (10) working days of the domestic hearing officer conference. Conflicts between the parties as to the contents of consent judgments shall be addressed by the hearing officer in the manner specified in these rules.</p> <p>c) The domestic commissioner shall establish regular times throughout the day which are convenient to the domestic hearing officers' schedules to address consent judgments, default judgments and stipulations.</p> <p>9. The district court judge shall sign an interim judgment implementing the hearing officer recommendations pending the filing of an objection and hearing before the district court.</p> <p>10. A copy of any written recommendations, orders, rulings, or judgments resulting from the hearing officer conference shall be provided to the parties and their counsel at the time of the conference, if present. Any party who disagrees with a recommendation resulting from the hearing officer conference shall file a written objection. The stipulations contained therein are compromises pursuant to La. C.C. Art. 3071.</p> |
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|  |  | <p>a) If all parties or counsel are present before the hearing officer, the objection shall be filed within five (5) days from receipt of the recommendation, order, ruling or judgment.</p> <p>b) If neither party nor counsel is present before the hearing officer, the notice of the signed recommendations, orders, rulings or judgment shall be reduced to writing, filed in the record and mailed in conformity with La. R.S.13:717. Any objection shall be filed within five (5) days of receipt of the notice in conformity with La. R.S. 13:717.</p> <p>c) The objection shall be heard by the district judge or domestic commissioner to whom the case is allotted as provided by these rules. The matter shall be heard by the district judge or domestic commissioner as a contradictory hearing wherein the judge or commissioner shall accept, reject, or modify in whole or in part the findings and recommendations of the hearing officer. The district judge or domestic commissioner may receive evidence at the hearing or remand the proceeding to the hearing officer, as set forth in Appendix 32.0B.</p> <p>11. If no written objection is filed with the clerk of court as prescribed in Section E above, the recommendation, order or judgment, shall become a final judgment of the court and shall be signed by a district judge and appealable as a final judgment. The judgment, after signature by a district judge, shall be served upon the parties in accordance with law. The judgment shall be submitted by the party ordered by the hearing officer to do so. The duty to present a final judgment to the district court is incumbent upon the parties.</p> <p>C. Duty Officers</p> <p>Each week one district judge shall act as duty judge. The duty judge shall remain in the courthouse from 9:00 a.m. until 4:00 p.m. except for one and one-half (1½) hour lunch break. The duty judge should handle all matters on the domestic docket which would regularly be handled by the district judge to whom a case is allotted, in instances in which the district judge to whom a case is allotted is truly unavailable. Truly unavailable means not in the courthouse.</p> <p style="text-align: center;"><u>24<sup>th</sup> JDC – Comment</u></p> <p>The language “and participation” that appears in this Appendix is new. It was adopted August 30, 2006. It became effective on January 1, 2007.</p> <p>II. RULE DAY</p> <p>It is the goal of the 24<sup>th</sup> Judicial District Court that each district judge hold an aggregate of two domestic rule days per month and an aggregate of one domestic trial week per month.</p> <p>III. MATTERS RESOLVED PRIOR TO A SCHEDULED</p> |
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|                         |                | <p>HEARING DATE</p> <p>When any matter set before the district court, the domestic commissioner, or the domestic hearing officer, is completely resolved before the hearing date, mover(s) or their counsel shall immediately notify the district court, domestic commissioner and/or the hearing officer that the matter has been resolved.</p>  |
| 28 <sup>th</sup> J.D.C. | LaSalle Parish | <p>To provide for the expeditious administration of justice, the court will, where practicable, maintain the following order of business:</p> <p>(a) Uncontested matters, including preliminary defaults.</p> <p>(b) The trial of motions or exceptions that do not require the testimony of witnesses.</p> <p>(c) The trial of motions or exceptions that require the testimony of witnesses.</p> <p>(d) Trials on the merits.</p> |