

**APPENDIX 25.0: COURT-SPECIFIC RULES ON PREPARATION AND SUBMISSION  
OF JUDGMENTS IN FAMILY LAW PROCEEDINGS**

Comment: This is in addition to District Court Rule 9.5

<p style="text-align: center;">1<sup>st</sup> J.D.C.</p>	<p style="text-align: center;">Caddo Parish</p>	<p>Attorneys are expected to expedite the preparation and signing of judgments once they have been rendered by the court. Attorneys submitting a judgment to the court shall sign it in the lower left hand corner over the attorney's typed or printed name, firm, address, telephone number, and State Bar ID number.</p> <p style="text-align: center;">MATRIMONIAL REGIME</p> <p>1. When spouses seek judicial approval of a matrimonial agreement for modification or termination of a matrimonial regime, each one should be represented by an attorney. If any spouse chooses to be unrepresented, the petition must be accompanied by a certificate signed by that party which reads substantially as follows:</p> <p style="padding-left: 40px;">I know the Court strongly recommends that I be represented by an attorney, but I decline to do so. I believe the attached agreement serves my best interests, and I hereby state that I fully understand the governing principles and rules.</p>
<p style="text-align: center;">14<sup>th</sup> J.D.C.</p>	<p style="text-align: center;">Calcasieu Parish</p>	<p>A. Stipulations shall be signed by all parties and counsel of record and filed in the record. If such stipulations are reached during a pretrial conference while court is in session, the stipulations shall be dictated into the record. Upon request, the Court reporter shall transcribe the stipulation, the original of which shall be filed in the record.</p> <p>B. Formal judgments shall be prepared and presented to the opposing counsel of record or the opposing party, if unrepresented, by the party ordered by the Court to prepare the judgment within 15 days of rendition of judgment. The opposing party must sign the proposed judgment or object in writing within 15 days of the mailing or delivery of the proposed judgment. If there is an objection, both parties shall submit the proposed judgment with the transcript to the Court immediately. In the event that the judgment is not presented within 15 days after rendition, the other party may prepare and present a formal judgment to the Court, after having submitted a copy to the opposing counsel or the opposing party, if unrepresented, and furnishing such notice of presentation to the Court. If the judgment is submitted without the opposing counsel's signature or if the judgment is submitted in a matter where the opposing party is unrepresented, the judgment shall be presented to the Court with the transcript.</p> <p>C. Any written stipulation regarding child support shall include a statement that the child support award is in accordance with the Louisiana Child Support Guidelines. If the stipulation is not in accordance with the guidelines, then the reasons for deviations shall be set forth in the stipulation.</p> <p>D. Any written stipulation or judgment involving joint custody shall include a Joint Custody Plan pursuant to La. R.S. 9:335. <i>See</i> Appendices 29.2A and 29.2B for a suggested Joint Custody Plan.</p> <p>E. Any written stipulation or judgment involving child support shall include an order requiring that the parents provide the State Case Registry with any change in the information required by La. R.S. 9:313 (B)(1) occurring after the rendering of the judgment.</p> <p>Any judgment of child support shall also be accompanied by the State Case Registry Data Form:</p>

\_\_\_\_\_  
VS. No. \_\_\_\_\_ : 14<sup>th</sup> JUDICIAL DISTRICT COURT  
\_\_\_\_\_  
\_\_\_\_\_  
FILED: \_\_\_\_\_ : PARISH OF CALCASIEU  
\_\_\_\_\_  
DEPUTY CLERK OF COURT

**State Case Registry Data Form**

Docket No. \_\_\_\_\_  
Court/Parish \_\_\_\_\_

**A. Obligor Information**

Name \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_  
                    First           Middle           Last  
Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Mailing  
Address \_\_\_\_\_  
                    P.O. Box           City           State/Zip Code  
Residential address (if different) \_\_\_\_\_  
Employer \_\_\_\_\_ Employer telephone \_\_\_\_\_  
Victim of Domestic Violence  Yes  No

=====  
**B. Oblige Information**

Name \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_  
                    First           Middle           Last  
Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Mailing  
Address \_\_\_\_\_  
                    P.O. Box           City           State/Zip Code  
Residential address (if different) \_\_\_\_\_  
Employer \_\_\_\_\_ Employer telephone \_\_\_\_\_  
Victim of Domestic Violence  Yes  No

=====  
**C. Children Information**

(1)  
Name \_\_\_\_\_  
                    First           Middle           Last  
Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Evidence of Child Abuse/Domestic Violence  Yes  No

(2)  
Name \_\_\_\_\_  
                    First           Middle           Last  
Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Evidence of Child Abuse/Domestic Violence  Yes  No

(3)  
Name \_\_\_\_\_  
                    First           Middle           Last  
Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

		<p>Evidence of Child Abuse/Domestic Violence <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>=====</p> <p>In accordance with Section 466(a)(13) of the Social Security Act (42 U.S.C. 666(a)(13)), disclosure of social security numbers is required. The information may be used for purposes of establishing paternity and establishing, modifying and enforcing support obligations. Social Security numbers may also be released for reasons directly connected to programs within the Department of Social Services.</p>
<p>Family Court for the Parish of East Baton Rouge</p>	<p>East Baton Rouge Parish</p>	<p style="text-align: center;"><b>STIPULATIONS</b></p> <ol style="list-style-type: none"> <li>1. Any matter may be resolved by the stipulation of the parties, by either submitting a written stipulation or by reading the stipulation into the record.</li> <li>2. The parties or their counsels may prepare a written stipulation similar to the Appendix 35.4 <i>Stipulation</i> setting out the extent of their agreement and containing their signatures signifying their consent and agreement thereto. The written stipulation shall be submitted to the Court for approval and signature.</li> <li>3. Alternatively, the parties or their counsels may read their stipulation into the record in open court. The Court shall render judgment adopting the stipulation after ascertaining that the parties understand and agree to the stipulation.</li> <li>4. A written judgment must be prepared and filed in accordance with the stipulation and in compliance with the following <i>Judgment Reviews</i> and <i>Judgments and Orders</i> sections.</li> </ol> <p style="text-align: center;"><b>JUDGMENT REVIEWS</b></p> <ol style="list-style-type: none"> <li>1. A written judgment must be prepared and filed after any stipulation is entered into by the parties, after issuance of written reasons for judgment, after oral rendition of a judgment, or as the Court may direct. Counsel for the parties or self-represented litigants shall prepare and file the written judgment on or before the judgment review date assigned by the Court.</li> <li>2. If an accurate judgment in compliance with the law and the rules of this Court is filed by the judgment review date, counsel or self-represented litigants do not need to appear in court on that date. If such a judgment has not been filed by the judgment review date, counsel or self-represented litigants must appear in open court on the assigned date.</li> </ol> <p style="text-align: center;"><b>JUDGMENTS AND ORDERS</b></p> <ol style="list-style-type: none"> <li>1. All judgments and orders submitted for signature shall contain the names, current physical mailing addresses, and telephone numbers of all counsels of record or self-represented litigants.</li> <li>2. All judgments and orders must either be presented to the judge for signature when rendered or, if presented later, contain the typewritten name of the judge who rendered the judgment or order. The page of the judgment or order containing the judge's signature line must reflect the appropriate caption of the pleadings at issue.</li> <li>3. The party or attorney responsible for preparing the judgment or order must circulate the proposed judgment or order to all counsels of record and self-represented parties to allow fifteen days for comment before presentation to the court.</li> <li>4. When submitted, the proposed judgment or order must be accompanied by a certificate regarding the date of mailing, hand delivery, or other method of delivery of the document to other counsel of record and to unrepresented parties, and stating whether any opposition was received and the basis for the opposition. The certificate must also contain a request</li> </ol>

		<p>for execution of the judgment over the opposition or in the absence of signature of the other counsels of record or self-represented party.</p> <p>5. Counsels for the parties or self-represented litigants shall prepare and submit a Qualified Domestic Relations Order or other plan for employee benefits, along with the judgment to be signed if required. If the order involves self-represented parties, the documents shall be notarized.</p> <p>6. All property partition judgments shall contain appropriate conveyance language for immovable property.</p> <p>7. Failure to comply with the provisions of this rule may result in a judgment or order not being signed.</p>
<p>22<sup>nd</sup> J.D.C.</p>	<p>St. Tammany and Washington Parishes</p>	<p>A. Submission of Judgments, Orders and Rulings</p> <p>All judgments, orders and rulings shall be presented first to the Judge of the Family Court Division to whom the case is assigned. If that Judge is not available, in cases that require immediate action, the judgment, order or ruling is to be submitted to the other Judge in Division K or L, unless the judgment, order or ruling is required by law to be signed by the judge who rendered it.</p> <p>1. Form of Judgments, Orders and Rulings</p> <p>All judgments, orders and rulings must be prepared and submitted as provided by Louisiana District Court Rule 9.5.</p> <p>2. Time for Submission of Judgments, Orders and Rulings</p> <p>All judgments, orders, and rulings are to be filed and submitted to the Court within 20 days of the stipulation or rendition of judgment unless otherwise ordered by the Court.</p> <p>In the event the parties do not agree on the language to be contained in the judgment, then the objecting party shall submit the transcript of the ruling at issue and their proposed judgment to the Court, as required in the <i>Order To Prepare Judgment/Orders</i> form in this Appendix.</p> <p>3. Penalties for Failure to comply with Court Order to Prepare Judgments, Orders and Rulings</p> <p>The court may order the parties and their attorneys, or self-represented litigants, to appear in court to show cause why they should not be held in contempt and why appropriate sanctions should not be imposed for failure to comply with the courts orders to prepare the judgment, order or ruling.</p> <p style="text-align: center;">*****</p> <p style="text-align: center;"><i>Order To Prepare Judgment/Orders</i> form</p> <p>_____ JUDICIAL DISTRICT COURT</p> <p>VERSUS _____ # _____, DIVISION “ ____ ”</p> <p>_____ PARISH OF _____</p> <p style="text-align: right;">STATE OF LOUISIANA</p>

FILED: \_\_\_\_\_  
DEPUTY CLERK

ORDER TO PREPARE JUDGMENT/ORDERS

Pursuant to the Judgment/Order rendered by the court on this date in this matter,

IT IS HEREBY ORDERED that \_\_\_\_\_ is to prepare and submit to the court the following within \_\_\_\_\_ days hereof:

- Judgment  Joint Custody Implementation Plan  
 Order  Other \_\_\_\_\_

IT IS FURTHER ORDERED that said Judgment/Order/Plan shall be submitted/filed as follows:

Filed with the clerk of court by the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

IT IS FURTHER ORDERED that all Judgments/Orders/Plans, with the exception of default judgments, shall contain the certificate required by Rule 9.5 of the Louisiana District Court Rules, and if there is opposition to the wording of the Judgment/Order/Plan, the reasons for the opposition shall be in writing, and the objecting party is to attach a certified copy of the transcript of the ruling or stipulation at issue. The costs of ordering and filing of the transcript are to be paid by:

- The objecting party  Shared equally by the parties

IT IS FURTHER ORDERED that all Judgments and Orders shall include the following:

1. The date and place the Judgment/Order is rendered (city, state, open court/chambers).
2. The date and place the Judgment/Order is read and signed (city, state, open court/chambers) with a space for the date to be filled in by the judge.
3. The typewritten name of the judge who rendered the Judgment/Order.
4. The page of the Judgment/Order containing the judge's signature line must reflect the docket number and title of the pleading.

IT IS FURTHER ORDERED that all consent judgments shall be signed by all parties, and if represented, by their respective attorneys, unless the parties appeared in open court and stipulated to same under oath.

IT IS FURTHER ORDERED that, in the event the Judgment/Order/Plan has not been submitted and/or filed as indicated above by the due date, all parties and their respective attorneys shall appear on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_m. to show cause why they should not be held in contempt of court and why appropriate sanctions should not be imposed.

NOTICE is hereby given to parties and attorneys that failure to appear on the date assigned may result in a finding of contempt of court and is punishable in accordance with La. R.S. 13:4611. Penalties may be assessed against any attorney who fails to cooperate in, or causes unnecessary delay in having a judgment signed as required herein.

Signed in open court/chambers in \_\_\_\_\_, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



	<p>January 1, 2016.</p>	<p>3. Alternatively, the parties or their counsel may read their stipulation into the record in open court. The Court shall render judgment adopting the stipulation after ascertaining that the parties understand and agree to the stipulation.</p> <p>4. A written judgment must be prepared and filed in accordance with the stipulation and in compliance with the following the <i>Judgments and Orders</i> sections.</p> <p style="text-align: center;"><b>JUDGMENTS AND ORDERS</b></p> <p>1. All judgments and orders submitted for signature shall contain the names, current physical mailing addresses, and telephone numbers of all counsels of record or self-represented litigants.</p> <p>2. All judgments and orders must either be presented to the judge for signature when rendered or, if presented later, contain the typewritten name of the judge who rendered the judgment or order. The page of the judgment or order containing the judge's signature line must reflect the appropriate caption of the pleadings at issue.</p> <p>3. The party or attorney responsible for preparing the judgment or order must circulate the proposed judgment or order to all counsels of record and self-represented parties to allow five working days for comment before presentation to the Court in accordance with Uniform District Court Rule 9.5.</p> <p>4. When submitted, the proposed judgment or order must be accompanied by a certificate regarding the date of mailing, hand delivery, or other method of delivery of the document to other counsel of record and to unrepresented parties, and stating whether any opposition was received and the basis for the opposition. The certificate must also contain a request for execution of the judgment over the opposition or in the absence of signature of the other counsels of record or self-represented party.</p> <p>5. Counsel for the parties or self-represented litigants shall prepare and submit a Qualified Domestic Relations Order or other plan for employee benefits, along with the judgment to be signed if required. If the order involved self-represented parties, the documents shall be notarized.</p> <p>6. Failure to comply with the provisions of this rule may result in a judgment or order not being signed.</p>
<p>24<sup>th</sup> J.D.C.</p>	<p>Jefferson Parish</p>	<p style="text-align: center;"><b>COURT'S SIGNATURE</b></p> <p>A. Whenever possible judgments should be presented to the court or commissioner for signature immediately following the hearing.</p> <p>B. Attorneys and litigants presenting judgments to the court for signature at a time after the judgment is rendered must comply with Uniform District Court Rule 9.5 and this Appendix.</p> <p>C. Attorneys presenting judgments to the court for signature at a time after the judgment shall present the judgment to the court for signing within ten (10) days of the date the judgment was rendered or agreement reached. When a dispute exists which causes a judgment to remain unsigned for more than ten (10) days, the parties shall obtain a transcript of the court's oral judgment and set the matter for an immediate status conference/rule with the district judge, domestic commissioner or domestic hearing officer as appropriate.</p>

D. When the district judge, domestic commissioner or other domestic hearing officer to whom a case is allotted is truly unavailable the duty judge, domestic commissioner or domestic hearing officer shall sign pleadings presented as necessary and as allowed by La. C.C.P. Art. 194. The duty judge, domestic commissioner, and hearing officer shall be available each day of scheduled duty from 8:30 a.m. to 12:00 noon and from 1:30 p.m. until 4:00 p.m.

#### AGREEMENTS AND STIPULATIONS

A. All consent matters shall be set on the docket of, or heard by, the domestic commissioner to whom the case was allotted. If that commissioner is truly unavailable, the matter shall be set on the docket of the other domestic commissioner. If that commissioner is truly unavailable, the matter shall be set on the docket of the duty judge. If the duty judge is truly unavailable, the matter shall be set on the docket of any other district judge as specified in the rules of court.

1. Consent judgments prepared by the hearing officer at the conclusion of the conference shall be referred immediately to the domestic commissioner to be signed; if the domestic commissioners are truly unavailable, by the duty judge as described above.

2. The domestic commissioner shall be available to place consent judgments resulting from hearing officer conferences on the record and to sign them on completion of the hearing officer conference. If the domestic commissioners are truly unavailable, the domestic commissioners office shall inform the duty judge who shall make him or herself available for this purpose.

3. Consent matters, other than those resulting from a hearing officer conference, may be placed on the docket of the domestic commissioner and may be docketed Monday through Friday by tendering to the clerk of court, by hand or by facsimile, by 2:00 p.m. on the day preceding the hearing, the printed slip provided by the clerk for this purpose and set as described above at subparagraph 2. If the domestic commissioners are truly unavailable, these matters shall be set on the docket of the duty judge or as described above at paragraph A.

B. Consent judgments, when reduced to writing, shall be signed by all counsel of record and/or the parties and filed in the record and submitted to either the district judge or domestic commissioner for signature.

C. Consent judgments resulting from a hearing officer conference, but not prepared at the conclusion of the conference while both parties are present, shall be prepared and submitted to the court by the party ordered by the hearing officer to do so within ten (10) days of the hearing officer conference. If there is an objection, the objecting party shall immediately submit the objection to the hearing officer in writing with the hearing officer's recommendation sheet. In the event the judgment is not circulated to counsel for all parties and to unrepresented parties, within five (5) days after the hearing officer conference, the other party may prepare and present a judgment, in accordance with La. District Court Rule 9.5, to the domestic commissioner. If the judgment is submitted without the opposing counsel's signature or if the judgment is submitted in a matter where the opposing party is unrepresented, the judgment shall be presented to the domestic commissioner with the hearing officer's recommendation sheet.

D. The court will accept agreements and stipulations between counsel concerning the conduct, trial or continuance of a matter only if they are:

1. Written and filed in the record; or
2. Made in open court and entered on the minutes; or



		<p>3. Otherwise acknowledged in writing by the parties or their counsel.</p> <p>E. Written stipulations of counsel shall be signed by all counsel of record and filed in the record. If such stipulations are reached at a hearing officer conference or a pre-trial conference while the domestic commissioner or the court is in session, the stipulations may be dictated into the record.</p> <p>1. Any written stipulation regarding child support shall include a statement that the child support award is in accordance with the Louisiana Child Support Guidelines. If the stipulation is not in accordance with the guidelines, then the reasons for deviations shall be set forth in the stipulation.</p> <p>2. Any written stipulation or judgment involving joint custody shall include a Joint Custody Implementation Plan. See Appendices 29.2A and 29.2B for suggested plans.</p> <p>3. Any written stipulation or judgment involving modification of child support shall comply with La. R.S. 9:311 and La. R.S. 9:313. Any judgment of child support shall also be accompanied by the State Case Registry Data Form and shall include an order requiring that the parents provide the state case registry with any change in the information required by La. R.S. 9:313 (B) (1).</p> <p>F. Any judgment, stipulation or agreement may include a provision for payment of court costs.</p> <p>G. Any party filing a motion for voluntary dismissal shall obtain from the clerk of court a certification that all costs have been paid.</p> <p style="text-align: center;"><b>CONSENT JUDGMENTS AND STIPULATIONS OF FACT ON INCIDENTAL MATTERS AND COMMUNITY PROPERTY</b></p> <p>The domestic commissioner may address all consent judgments and stipulations of fact on incidental matters and community property.</p> <p>A. The parties must submit to the court:</p> <ol style="list-style-type: none"> <li>1. An original and one or more copies of the consent judgment or stipulation signed by both parties and all counsel of record; and</li> <li>2. The complete record.</li> </ol> <p style="text-align: center;"><b>TIME WHEN DOMESTIC COMMISSIONER WILL ADDRESS DEFAULT JUDGMENTS, CONSENT JUDGMENTS AND STIPULATIONS.</b></p> <p>The domestic commissioner will take up default judgments, consent judgments and stipulations at times throughout the day.</p>
33 <sup>rd</sup> J.D.C.	Allen Parish	Any stipulation or agreement shall include a provision for payment of court costs.
Civil District Court	Orleans Parish	Attorneys are generally responsible for preparing typewritten judgments and orders; in cases where no attorney is enrolled, judgments and orders will be prepared by the Court. If a Written Stipulation has been executed, the typewritten judgment must be submitted within fifteen calendar days. All other judgments, whether a consent agreement or a considered decree, must be submitted within seven calendar days. Attorneys must abide by La. Dist. Ct. R. 9.5, even if the other party is not represented by counsel. If a dispute arises which causes a judgment to remain unsigned for more than ten days, the parties shall obtain a transcript of the oral judgment and set the matter for an immediate status conference or

		rule with the presiding judge.
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