



SECOND CIRCUIT COURT OF APPEAL  
CORONAVIRUS 2019 (COVID-19) EMERGENCY  
**ORDER**

Acting in accordance with the Louisiana Constitution Article V, Section 1, the inherent power of the Court, and considering the continuing spread coronavirus 2019 disease (COVID-19) in Louisiana, Governor John Bell Edwards' declaration of public health emergencies in Proclamation Numbers JBE 2020-25, JBE 2020-27, JBE 2020-30 and JBE 2020-33, President Donald Trump's declaration of a national health emergency on March 13, 2020, the orders of the Louisiana Supreme Court, the orders of this Court dated March 13, 2020, March 15, 2020 and March 19, 2020, and in consideration of public health recommendations to reduce the risk of exposure to the virus and slowing the spread of the disease while balancing the need to protect the constitutional rights and public safety of the citizens of the state by maintaining access to this Court:

IT IS HEREBY ORDERED that the provisions set forth in the Orders of this Court dated March 13, 2020, March 15, 2020 and March 19, 2020 shall remain in effect, *but are further restricted* as set forth below:

IT IS FURTHER ORDERED, effective March 23, 2020 at 5:00 p.m., that all parties shall submit filings remotely: via e-filing, mail, or fax. See this Court's Emergency E-filing Order of March 15, 2020.

IT IS FURTHER ORDERED that this Court shall temporarily accept fax filings, (318) 227-3735, but only with prior notification to and authorization from the Clerk of Court/Deputy Clerk, (318) 227-3702, during normal court business hours. See Second Circuit Local Rule Appendix C, Facsimile Filing Rules (Service Charge is waived).

IT IS FURTHER ORDERED that all fee payments due for e-filed and fax-filed documents shall be mailed/shipped separately.

IT IS FURTHER ORDERED that requests to obtain records and exhibits shall be submitted by email to [2ndcirc@la2nd.org](mailto:2ndcirc@la2nd.org) or regular mail to 430 Fannin Street, Shreveport, LA 71101, and said records and exhibits shall be shipped via commercial carrier by trackable means.

IT IS FURTHER ORDERED that all records shall be returned by shipping via US Mail, UPS, FedEx or other commercial carrier and by trackable means.

IT IS FURTHER ORDERED that all records from lower courts shall be shipped via US Mail, UPS, FedEx or other commercial carrier and by trackable means.

IT IS FURTHER ORDERED that no in-person filings will be accepted as of 5:00 pm March 23, 2020.

IT IS FURTHER ORDERED that a notice of the foregoing shall be posted on the Court's website and at the front entrance of the courthouse.

Signed at Shreveport, Louisiana on the 23th day of March, 2020.

/s/Felicia Toney Williams

Felicia Toney Williams, Chief Judge

For the Court