

LOUISIANA JUDICIAL COLLEGE FORM A

(La. R.S. 13:86)

This form is required to accompany payment for the Louisiana Judicial College **\$2.50** court cost collection under La. R.S. 13:86, applicable to all civil filings and traffic and criminal convictions.

1. Please fill out this form **completely** and accurately.
2. A form must be submitted for each individual month. If you are submitting for a Mayor's Court that did not hold court one month, submit the form and indicate zero filings/convictions.
3. Please submit **only this completed form and your check**. Do not send other materials or records.
4. Include (**do not staple**) a check for the proper amount made payable to **Louisiana Supreme Court**.
5. Print and mail this form with your payment by the **15th of the following month** to this address:

Judicial Administrator, Supreme Court of Louisiana
ATTN: Louisiana Judicial College
400 Royal St., Suite 1190
New Orleans, LA 70130-8101

Name of Court: _____

The calendar month and year for which this form is submitted: _____

Total number of civil and traffic filings for which this remittance is made: _____

Number of: _____ Civil Filings _____ Traffic Convictions _____ Criminal Convictions

Amount of Payment: _____ Check Number: _____

[REQUIRED] Use the comments section below to explain any discrepancies between the number of filings reported and the total amount of the payment you are submitting, and for any other comments:

I, _____, do hereby submit that the above represents, to the best of my knowledge and belief, a true and accurate accounting of the number of civil matter filings and convictions, guilty pleas, and/or nolo contendere pleas in criminal and traffic matters, obtained by the court during the calendar month specified.

Signature

Name (please print or type) and Title

Email Address

Contact Phone Number

Please duplicate this form as needed for your records. A fillable version of this form can be found at the lasc.org website. If you have questions, please contact the Judicial College: bbennett@lasc.org; 225-578-8825.

LOUISIANA JUDICIAL COLLEGE USE ONLY (DO NOT WRITE OR STAMP BELOW THIS LINE)

Received: _____ Processed: _____ Deposit: _____ (Effective January 1, 2026)