

**2018 APPLICATION FORM  
COMMITTEE TO EVALUATE REQUESTS FOR COURT COSTS AND FEES  
DUE NO LATER THAN OCTOBER 15, 2018**

(Please consult the General Guidelines of the Standing Committee to  
Evaluate Requests for Court Costs and Fees when completing this form)

**PART A. INFORMATION ON REQUESTING ORGANIZATION**

1. \_\_\_\_\_

Name of Requesting Organization and Intended Recipient

2. \_\_\_\_\_

Address      Street/P.O. Box #      City      State      ZIP Code

3. \_\_\_\_\_

Area Code      Telephone #      Fax Number      E-Mail Address

4. Name of Contact Person: \_\_\_\_\_

**PART B. INFORMATION ON THE REQUEST**

5. Description of the requested court cost or fee. Please add pages if needed.

(a) Type of fee or court cost: \_\_\_\_\_

(b) New fee/court cost or increase in existing fee/court cost: \_\_\_\_\_ New      \_\_\_\_\_ Increase

(c) Statute or codal provision to be added or changed to implement the requested court cost or fee: \_\_\_\_\_

(d) Amount, range, percentage or limit of new or increased fee/court cost: \_\_\_\_\_

(e) How much will the requested fee or court cost increase the aggregate amount of fees or court costs paid by similar types of court users? From \_\_\_\_\_ To \_\_\_\_\_

(f) Basis against which the fee or court cost is assessed: (civil filings, convicted criminal defendants, type of conviction charge, pages, cash amounts, etc.) \_\_\_\_\_

6. Purpose and intended use of the requested court cost or fee.

\_\_\_\_\_

7. Why is this an appropriate purpose? Choose all that apply:

(a) \_\_\_ It directly supports a court or the court system.

(b) \_\_\_ Its cost is reasonably related to the administration of justice.

(c) \_\_\_ Other, please describe: \_\_\_\_\_

\_\_\_\_\_

8. What is the name of the program to be used to accomplish the purpose listed above?

\_\_\_\_\_

9. Who and how many will benefit from the proposed court cost or fee?

What types of persons or agencies will benefit? \_\_\_\_\_

Approximately how many people will benefit? \_\_\_\_\_

10. Does the recipient or the requesting organization have the financial resources to implement the program without the requested court cost or fee? What will the recipient organization do about the program if the court cost or fee is not enacted?

\_\_\_\_\_

11. Please include a letter from the governing authority that certifies the reasons for not asking for the needed funds in an appropriation or why it cannot or will not ask the public at large to provide the needed funds. If you are unable to provide this letter, please see the Judicial Council guideline 7(c).

I CERTIFY THAT A COPY OF THIS PROPOSAL FOR A NEW OR INCREASED COURT COST OR FEE HAS BEEN SENT TO THE LEGISLATURE THROUGH THE CLERK OF THE HOUSE OF REPRESENTATIVES AND THE SECRETARY OF THE SENATE AND THAT ALL OF THE ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

PLEASE FORWARD THIS APPLICATION, TOGETHER WITH THE REQUESTED FINANCIAL INFORMATION, IN TIME TO ASSURE THEIR RECEIPT by **OCTOBER 15<sup>th</sup>** TO:

Revised 9/2018

JUDICIAL COUNCIL  
ATTENTION: JULIA SPEAR, J.D.  
OFFICE OF THE JUDICIAL ADMINISTRATOR  
SUPREME COURT OF LOUISIANA  
400 ROYAL STREET, SUITE 1190  
NEW ORLEANS, LA. 70130  
FAX: 504-310-2587  
[JSPEAR@LASC.ORG](mailto:JSPEAR@LASC.ORG)

IF YOU CHOOSE TO EMAIL OR FAX THE APPLICATION TO MEET THE DEADLINE, PLEASE ALSO MAIL THE ORIGINAL WITHIN 5 WORKING DAYS.