

**APPLICATION FORM
COMMITTEE TO EVALUATE REQUESTS FOR COURT COSTS AND FEES
DUE NO LATER THAN OCTOBER 15
OF THE CALENDAR YEAR PRIOR TO THE YEAR THE REQUEST
IS PROPOSED TO BE INTRODUCED INTO THE LEGISLATURE.**

Please consult the General Guidelines of the Standing Committee to
Evaluate Requests for Court Costs and Fees (Revised October 2018) when completing this form.
The guidelines may be found at <http://www.lasc.org>

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: _____

Revised 9/2019

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

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

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