

**NUMBERING SYSTEMS FOR LOUISIANA FAMILY AND
DOMESTIC RELATIONS COURTS AND JUVENILE COURTS**

TITLE IV

**Fifteenth Judicial District Court
Parishes of Acadia, Lafayette and Vermilion**

Chapter 23 ORGANIZATION OF THE COURT

Rule 23.0 Divisions of Court

15th JDC There shall be a Family Docket in the Fifteenth Judicial District and that Docket shall be allotted to Divisions H and M. Matters heard on the Family Docket shall include:

Amended effective April 1, 2005 (a) Suits for annulment, divorce and separation where there are minor children born of, adopted or legitimated by the marriage together with all related incidental matters as defined by La. C.C. Art. 105 and the community property partitions associated with the dissolution of said marriages.

(b) All child-related issues such as the establishment or disavowal of the paternity of children, filiation, custody, visitation, and support in non-marital cases, name changes for minor children, emancipations, or any other such matters as may be designated by the District Judges.

(c) All protective orders filed in accordance with R.S. 46:2131, et seq., and R.S. 46:2151 et seq., unless an annulment, separation or divorce action is pending and is a non-Family Docket matter.

Pursuant to LSA R.S. 46:236.5 this Court, hereby implements an expedited process for the establishment, modification and enforcement of support obligations by authorizing and directing Judges assigned to the Family Docket to nominate one or more Hearing Officers, with the approval of a majority of Judges of the Fifteenth Judicial District Court, to hear support related matters, and to hire and employ any and all such other personnel deemed necessary to implement this procedure, all of whom shall serve at the pleasure of the Court.

Such Hearing Officer(s) shall have authority to perform and shall perform any and all duties assigned to him, her or them by the Judges of this Court which are consistent with LSA R.S. 46:236.5, as it presently exists or as it may be, from time to time, supplemented or amended in the future, including but not limited to, matters for the establishment of paternity and the establishment and enforcement of support and other domestic and family matters. Domestic and family matters shall include divorce and all issues ancillary to a divorce proceeding; all child-related issues such as paternity, filiation, custody, visitation, and support in non-marital cases; all protective orders filed in accordance with R.S. 46:2131 et seq., R.S. 46:2151 et seq., and all injunctions filed in accordance with R.S. 9:361, 371, and 372 and Code of Civil Procedure Articles 3601 et seq., which involve personal abuse, terrorizing, stalking, or harassment; and enforcement of orders in any of these matters, including contempt of court.

Said Hearing Officer(s) shall be prohibited from appearing or practicing before the Fifteenth Judicial District Court.

The entire Court, by majority vote shall fix the salary, or salaries, of the Hearing Officer(s) and any such other personnel hired or employed to implement this procedure.

There shall be such number of Hearing Officers for the Family Docket of the 15th Judicial District Court as authorized by the District Judges.

Fifteenth Judicial District Court

Chapter 24 SCHEDULING HEARINGS AND TRIALS; ORDER OF BUSINESS

Rule 24.0 Scheduling Hearing; Scheduling Trials

15th JDC All parties must have actual notice not less than 10 days before trial of a rule or on the merits, unless a shorter period of time is provided by law.

Amended effective April 1, 2005 A matter may be set for trial by either party, after all issues are joined. Counsel shall not submit a motion to set for trial without first making a good faith attempt to reach a mutual agreement with opposing counsel for the date of trial, and for such scheduling order as the parties may agree upon. In such event where mutual agreement is reached, the proposed trial date and scheduling order shall be submitted to the Court for approval.

In the event the parties cannot agree regarding a date for trial and/or the appropriate or necessary scheduling order, either party may submit to the Court a Motion to Set for Trial and Request for Issuance of Scheduling Order. The matter may be set for status conference which, at the judge's discretion may be conducted by telephone for the purpose of choosing a trial date, determining an appropriate scheduling order for such matters as amendment of pleadings, discovery cut-off, exchange of witness and exhibit lists and such other matters as the Court may determine or require within its discretion.

Notice of the scheduled trial date and any pertinent scheduling orders shall be mailed by the clerk of court to all counsel of record or unrepresented parties.

In the event a matter that may be heard as a summary proceeding on rule day requires, or either party anticipates it shall require, the use of extensive witness testimony and/or introduction of exhibits, either party may request that the matter be set for trial on the Court's regular merits docket. The determination of whether such matter shall be set for trial in such manner and the issuance of pertinent pre-trial scheduling orders shall be conducted in the same fashion as set forth above.

In any event, in any matter in which witnesses are expected to testify or exhibits introduced, the moving party and/or plaintiff shall provide a witness and exhibit list to opposing counsel seven (7) days prior to the scheduled hearing or trial. The Defending party shall provide a witness and exhibit list to the opposing party no less than five (5) days prior to trial.

Upon a showing of good cause, with mutual consent, hearings before the Court in divorce proceedings may be held in chambers.

Fifteenth Judicial District Court

Rule 24.1 Order of Business

15th JDC Section A. The order of business on Family Docket rule days shall be as follows:

Amended effective April 1, 2005;
Amended effective October 31, 2007

(a) Reading of the minutes;

(b) Filing of pleadings;

(c) Judgments for signature, and judgments and opinions to be handled by the Court;

(d) Motions and assignments of cases for trial;

(e) Preliminary defaults;

(f) Confessions of judgment, uncontested partitions and other matters except rules not at issue by answer or opposition;

(g) Entering judgments of divorce and confirmations of default under C.C. Articles 102 and 103;

(h) Trial of rules, exceptions or cases fixed on the docket.

In Acadia and Vermilion Parishes, cases to be tried on the merits may be fixed on any day, but on Rule days the order of business set out above and the trial of rules and exceptions shall take preference, except in Lafayette Parish where no cases will be fixed for trial on the merits on Rule days.

Section B. On Family Docket Rule days in any Parish, there shall be a morning hour where confirmations and other uncontested matters may be taken up commencing at 9:00 a.m. until 10:00 a.m., before the Hearing Officer. There will be no court reporter present and no record made of the proceeding. The only record will be a minute entry by the minute clerk. The Hearing Officer shall render a written recommendation substantially in compliance with Appendix 16 and the parties shall assent or object to the recommendations at the conclusion of the hearing. If either party objects, the matter shall be fixed on the docket of the appropriate division for the matter to be heard de novo. The hearing of rules shall commence at 10:00 a.m.

Fifteenth Judicial District Court

Rule	24.2	Rule Day
15th JDC		Section A. There shall be a regularly scheduled civil docket for family court cases for the Parishes of Acadia and Vermilion at least once per month.
As Amended June 24, 2008		Section B. The Clerk in any Parish shall fix up to, but not exceeding forty (40) rules, exceptions, motions or other summary proceedings, on each Division's civil rule day docket.
		Section C. Family Docket rule days for Division M in Vermilion Parish shall be on Tuesdays, and for Division H shall be on Wednesdays. Family Docket rule days for Division M in Acadia Parish shall be on Wednesdays, and for Division H shall be on Tuesdays.

Fifteenth Judicial District Court

Chapter	25	ALLOTMENT, REALLOTMENT AND TRANSFER OF CASES; FORM OF PLEADINGS
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Rule	25.4	Form of the Pleadings
15th JDC		Section A. All suits or pleadings for annulment, divorce and separation and all Family Docket cases shall be docketed as such. Unless otherwise set forth in the initial pleading for annulment, divorce and separation, the filing attorney or unrepresented party shall file a certification stating whether there are minor children born of, adopted or legitimated by the marriage that is the subject of the litigation. The proceeding first docketed shall be the proceeding for all subsequent litigation in the case. Any subsequent filings shall be filed in said docket. Any subsequent suits between the same parties shall be given a new docket number and division, but shall be consolidated into the previous docket and division.
As Amended October 31, 2007 and May 13, 2008		Section B. In all instances, suit captions in all annulment, divorce and separation matters and all Family Docket cases shall include the parties' full names together with a woman's maiden name and her married name if applicable, and the Judge's division and Hearing Officer's division to which it is allotted. Divorce petitions shall clearly state within the title of the suit whether the petitioner is seeking a divorce under C.C. Articles 102 or 103 and whether there are or are not any minor children born or adopted of the marriage, or legitimated by the marriage of the parties. For example "Petition for 102 Divorce Without Minor Children" or "Petition for 103 Divorce With Minor Children."
		Section C. All suits or pleadings for annulment, divorce and separation and all Family Docket cases involving minor child(ren) shall state the full names of each child and date(s) of birth.

Section D. When a petition, motion, or rule to show cause has been filed on any summary proceeding matter concerning child custody and visitation, child support, interim spousal support, final periodic support, for contempt and/or attorneys fees for nonpayment of child or spousal support, and/or use and occupancy of the family home and movables, the filing party shall attach an order substantially in compliance with Appendix 1. Upon execution of said order by the Court, the Clerk of Court shall issue notice containing the information set forth in Appendix 2 and advising all counsel of record, and any unrepresented parties, of the date and time of the conference with the Hearing Officer, and compelling the attendance of the parties at said conference, with or without counsel. Said notice shall be mailed to counsel of record for the party filing the request for custody or visitation, or to the unrepresented party making such request, and shall be served upon the defendant-in-rule or respondent at the same time as service of the petition, motion, or rule to show cause.

Fifteenth Judicial District Court

15th JDC
Appendix 1

See attached Form 1.

Fifteenth Judicial District Court

Appendix 1

15th JDC
Appendix 2

See attached Form 2.

Fifteenth Judicial District Court

Appendix 2

Chapter 26

DISCOVERY

Rule 26.1

Discovery Motions

15th JDC

Prior to filing a motion to compel discovery, or any other discovery motion, counsel for the filing party shall first attempt to resolve the matter with opposing counsel and shall request a conference (which may be by telephone) for that purpose. Opposing counsel shall participate in said conference. Any party filing a discovery motion shall certify to the Court that said conference took place and the parties were unable to resolve the dispute, or shall identify the efforts made to schedule such conference.

Amended effective
April 1, 2005

Fifteenth Judicial District Court

Rule 26.2

Depositions

15th JDC

Prior to noticing a deposition, whether of a party or non-party witness, counsel seeking the deposition shall first contact opposing counsel to make a good faith attempt to clear an available date and time. Failure to contact, or make reasonable effort to contact opposing counsel prior to noticing a deposition may be grounds to quash the notice and any subpoena issued in conjunction therewith.

Amended effective
April 1, 2005

Fifteenth Judicial District Court

Chapter 27

PRE-TRIAL STATUS CONFERENCES

Rule 27.0

Request

15th JDC
Amended effective April 1, 2005

Either party may request a pre-trial conference or status conference. It shall be within the Court's discretion as to whether such conference shall be conducted. If a party desires a pre-trial or status conference, the requesting party shall obtain available dates and times from the judge's office. Once available dates and times are obtained, the requesting party shall confer with the other party to agree upon a mutually convenient time and the issues to be discussed. The requesting party shall fax a letter to the Judge stating that he has conferred with the opposing party. The letter shall also set forth the date and time of the conference and the issues to be discussed. The judge's office shall fax a confirmation to all parties.

Fifteenth Judicial District Court

Chapter 28 PROCEDURE

Rule 28.2 Continuances

15th JDC

If the parties mutually agree to continue a scheduled Hearing Officer Conference, the attorney(s) of record and any unrepresented party shall notify the office of the Hearing Officer in writing of the continuance so that the matter can be removed from the Hearing Officer's calendar.

As Amended
October 31, 2007

A copy of a contested motion to continue that would continue a scheduled Hearing Officer Conference shall be provided to the office of the appropriate Hearing Officer prior to its presentation to the Court for signature and said motion or judgment shall contain a certificate signed by the party or his counsel verifying that a copy has been sent to the opposing party or his counsel and that the office of the Hearing Officer has been supplied with a copy of the motion. Once the order is signed, the attorney(s) and any unrepresented party shall notify the office of the Hearing Officer in writing of the signing.

Fifteenth Judicial District Court

Rule 28.4 Extension of Time to Plead

15th JDC

Any motion for an extension of time shall contain a statement as to whether the motion is for the first, second or subsequent extensions requested.

Amended effective
April 1, 2005.

Fifteenth Judicial District Court

Rule 28.5 Hearing Before Judge to Whom Case Allotted

15th JDC

If any party files a timely objection to a Hearing Officer Recommendation in a matter allotted to Divisions "A", "B", "C", "D", "E", "F", "G", "I", "J", "K" and "L", then the party or parties who object to the Recommendation, or any part thereof, shall provide to the District Judge in whose Division the matter is pending, at least five (5) days prior to the hearing, a written statement of the specific issues that are to be heard. If a party objects to the Recommendation, or any part thereof, is represented by counsel, the statement of the issues shall be signed by said counsel.

As Amended
October 31, 2007

Fifteenth Judicial District Court

Chapter 32 DOMESTIC VIOLENCE PROTECTIVE ORDERS

Rule 32.0 Forms, Notices and Orders Required

Section A. In accordance with C.C.P. Art. 3607.1, all temporary restraining orders, protective orders, and judgments containing orders of protection issued pursuant to any motion, rule, petition for protection, reconventional demand, as well as motions to modify, dissolve, or dismiss orders or judgments, shall be submitted to the Court on the Uniform Abuse Prevention Order forms mandated by law. Copies of these forms may be obtained from the Parish Clerk of Court or the Louisiana Protective Order Registry, 1555 Poydras Street, Suite 1540, New Orleans, Louisiana 70112-3701; www.lpor.org.

Section B. An ordinary proceeding may be combined with summary proceedings that seek protective or injunctive relief from domestic violence as long as the court has jurisdiction, venue is appropriate for both proceedings, and all of the actions cumulated are mutually consistent and observe the necessary delays required by law. The Court may require separate trials of the actions. If the custody or visitation of minor child(ren) is at issue, the parties shall each file the Mandatory Affidavit for Child Custody/Visitation Matters set forth in Appendix 3(A).

Section C. A petition for divorce, separation or annulment of marriage, or a custody proceeding that is filed subsequent to a petition under the Domestic Abuse Assistance Act, Post-Separation Family Violence Relief Act, or Protection from Family Violence Relief Act shall be filed under the earlier domestic violence docket number. In the event the suit for annulment, divorce and separation does not involve minor children born of, adopted or legitimated by the marriage, the suit shall be filed under the earlier domestic violence docket number and shall be randomly re-allotted to Divisions "A", "B", "C", "D", "E", "F", "G", "I", "J", "K" or "L".

Likewise, if a suit for divorce or custody is pending, any application for a protection order shall be filed under that earlier docket and shall be heard within the delays required by law.

Section D. A request for injunctive relief pursuant to R.S. 9:372 or 9:372.1, being incidental to a proceeding for divorce, shall be pled with the divorce and the relief expressly continued or obtained in the divorce decree. Only the relief granted pursuant to R.S. 9:372 shall be submitted on the Uniform Abuse Prevention Order form.

Section E. A Hearing Officer Conference shall be scheduled with the Hearing Officer, who shall determine the issues of the case and in conjunction therewith, shall hear and make recommendations regarding all protective orders filed in accordance with R.S. 46:2131 et seq., R.S. 46:2151 et seq., and on all injunctions filed in accordance with R.S. 9:361, 371, and 372; and hear and make recommendations on all motions for contempt of court and motions to extend, modify, or dissolve protective orders and injunctions. There will be no court reporter present and no record made of the proceeding. The only record will be a minute entry by the minute clerk. The Hearing Officer shall initially make the recommendation orally and the parties shall assent or object to the recommendation at the conclusion of the hearing. If there is no objection the Hearing Officer shall prepare a written recommendation substantially in compliance with Appendix 17 and a proposed Protective Order judgment on the appropriate LPOR form which shall be reviewed and signed by the parties prior to its submission to the appropriate judge for signature. If either party objects, the Hearing Officer shall prepare a written recommendation substantially in compliance with Appendix 17 without preparing a recommended Protective Order judgment and the matter shall be fixed on the docket of the appropriate division for the matter to be heard de novo.

Section F. Parties, who seek to dismiss their petition for a domestic violence protective order, may be required to appear before the court prior to dismissal.

Fifteenth Judicial District Court

Chapter 33

**CONFIRMATION OF DEFAULTS AND UNCONTESTED MATTERS UNDER
CIVIL CODE ARTICLE 103 ACCORDING TO LA. CODE CIV. PROC. ARTS.
969 AND 1702E**

Rule 33.1

Confirmation of Defaults

15th JDC Confirmation of default shall be in accordance with law. To confirm a default it shall be sufficient to introduce the testimony of the moving party to constitute a prima facie case in divorce matters filed pursuant to C.C. Article 103(1).

Adopted Aug. 10, 1999, Amended effective April 1, 2005

It shall be the responsibility of the attorney bringing a confirmation before the court that is not fixed on the docket for that day to check out the suit record from the Clerk for submission at the hearing.

Fifteenth Judicial District Court

Rule 33.2 Judgments of Divorce in Chambers under La. Code Civ. Proc. Art. 1702E

15th JDC Confirmation of divorce under C.C. Art. 103 (1) may be accomplished by affidavit in accordance with C.C.P. Art. 1702E. In such instances, the mover's attorney shall complete the Default Confirmation under C.C.P. Art 1702E Checklist, which is attached as Appendix 12 to these rules and/or may be obtained from the Judge's office. The Checklist and affidavit must accompany the filing of the Judgment of Divorce.

Amended effective April 1, 2005

Fifteenth Judicial District Court

Rule 33.3 Summary Judgment of Divorce under La. Code Civ. Proc. Art. 969

15th JDC A Judgment of divorce under C.C. Art. 103 (1) may be accomplished in accordance with C.C.P. Art. 969B. In such instances, the attorney for one of the parties shall complete the Uncontested Divorce under C.C.P. Art. 969B Checklist, which is attached as Appendix 13 to these rules and/or may be obtained from the Judge's office. The Checklist must accompany the filing of the Judgment of Divorce.

Amended effective April 1, 2005

Fifteenth Judicial District Court

Chapter 34 DIVORCES PURSUANT TO CIVIL CODE ART. 102

Rule 34.0 Rules to Show Cause

15th JDC To enter a judgment of divorce it shall be sufficient to introduce the testimony of the moving party to constitute a prima facie case in divorce matters filed pursuant to C.C. Article 102.

Amended effective April 1, 2005

Fifteenth Judicial District Court

Rule 34.1 Required Affidavits

15th JDC The entering of a divorce under C.C. Art. 102 may be accomplished by affidavit in accordance with C.C.P. Articles 3951 et. seq. In that event, the mover's attorney shall complete and submit the C.C. Art. 102 Divorce Checklist, which is attached as Appendix 14 to these rules and/or may be obtained from the Judge's office. The Checklist form and affidavit shall be filed no later than the date the Rule is fixed for hearing.

Amended effective April 1, 2005

Fifteenth Judicial District Court

**Chapter 35 ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL
DIVORCE PROCEEDINGS**

Rule 35.0 Use of Hearing Officers

15th JDC

Amended October 31, 2007; amended effective August 18, 2009; amended effective April 12, 2011.

Section A. Matters to be heard by Hearing Officers

The Hearing Officers shall perform Hearing Officer Conferences on summary proceeding matters concerning child custody and visitation, child support, interim spousal support, final periodic support, use and occupancy of the family home, use of community movables property, contempt of court, attorney's fees and such other matters as may be authorized by law or as directed by the District Judge. Upon the request of counsel, a party shall have the right to be present in a Hearing Officer Conference, and may testify to the extent deemed appropriate by the Hearing Officer.

In all suits for annulment, divorce and separation and in suits assigned to the Family Docket, each party shall prepare and submit the appropriate mandatory Hearing Officer Conference Affidavits and Checklists as set forth in Appendix 3 within the time delays set forth herein. To the extent documents are relied upon by the Hearing Officer in making a recommendation, said documents shall be filed into the record of the proceeding unless waived by counsel of record, or by the party if unrepresented.

Section B. Hearing Officer Conference

1. After filing initial pleadings with the Family Docket, all parties shall be required to attend a Hearing Officer Conference with the assigned Hearing Officer, with the following exceptions:

(a) When a party is seeking final periodic spousal support, the matter shall be bifurcated and fixed in regular course on the appropriate divisions' docket for a determination of the issue of mover's freedom from fault. Thereafter if the moving party is found to be free from fault, a Hearing Officer Conference shall be scheduled as soon as the docket permits to determine the amount of final periodic spousal support. If either party timely objects to the Hearing Officer's Recommendation, the matter shall be fixed before the District Judge as set forth in Section C, below. If a bifurcated hearing is held, the ruling of the Court on the issue of fault shall be considered an interlocutory decree if the moving party is found free from fault and shall not be a final judgment until there has been a determination setting the amount of the spousal support.

(b) Termination of the community property regime in accordance with C.C. Art. 2374(C) which shall be set expeditiously by the Clerk.

(c) A judicial determination that the detailed descriptive list of a party is deemed to constitute the community assets and liabilities in accordance with R.S. 9:2801(A)(1)(a).

(d) Discovery motions which shall be set expeditiously by the Clerk.

(e) Matters that require the services of an attorney ad hoc to locate an absentee party when the appointed attorney has been unable to locate the absentee party.

(f) Preliminary injunctions between spouses as permitted by C.C.P. Art. 3604(B).

(g) Motion for Sanctions.

2. The initial Hearing Officer Conference shall be scheduled as soon as the docket permits following the filing of the pleading.

3. If there are complicated or extraordinary issues that will require a Hearing Officer Conference longer than an hour, the parties shall notify the Hearing Officer of this fact at the time the order to set the Hearing Officer Conference is filed, or immediately upon determining that a longer time is necessary. Thereafter, the Hearing Officer may schedule a longer Hearing Officer Conference to accommodate the issues of the case if

time is available.

4. If, however, the Court determines that there exists a situation of immediate danger or immediate need, the initial conference shall be scheduled at an earlier date at the request of the parties.

5. All attorneys shall bring their calendars to the Hearing Officer Conference to facilitate in scheduling additional conferences or rule dates.

6. Parties shall be required to file a memorandum of issues, with the financial information, if they are seeking a deviation in child support or the case involves an unusual issue of law. The memorandum shall include case law or statutory authority in support of the deviation or the unusual issue of law.

7. At the Hearing Officer Conference, the Hearing Officer shall determine the issues of the case and in conjunction therewith, shall hear and make recommendations regarding:

- (a) Contested and uncontested paternity cases.
- (b) Establishment and modification of child and spousal support.
- (c) The use and occupancy of the family home and use of community movable property pursuant to La. R.S. 9:374(c).
- (d) The method of collection of child and spousal support.
- (e) Calculation of arrearages, contempt of court, attorney's fees and sanctions as provided by law.
- (f) The referral of parties to mediation.

Section C. Hearing Officer Recommendation and Objection Procedure

1. A copy of any written recommendation rendered by the Hearing Officer shall be provided to the parties and their counsel at the time of the Hearing Officer's ruling, if present. The recommendation(s) of the Hearing Officer shall be filed into the record, but shall not be provided to the Judge hearing the case. Further, the parties' Mandatory Affidavit for Child Support Matters set forth in Appendix 3(B) and the Mandatory Checklist for Spousal Support Matters set forth in Appendix 3(C), as well as their current Income and Expense Declaration Statement set forth in Appendix 4 shall also be filed in the record of the proceeding.

2. If both parties agree to the Hearing Officer's recommendation on the day of the Hearing Officer Conference, then the Hearing Officer's recommendation shall become a final order after signature by the Judge. Both parties must sign a waiver to the three (3) day objection period.

3. Any party who disagrees with a recommendation of a Hearing Officer on a matter set forth may file a written objection thereto substantially in compliance with Appendix 11 within three (3) days unless otherwise set forth by these rules.

If the parties cannot agree on the matters fixed for Hearing Officer Conference, then the Hearing Officer shall recommend a temporary order on all matters which shall be forwarded to the District Judge for consideration as a temporary order after the objection period has expired.

If a written objection to the Hearing Officer recommendation is timely filed by either party, then the Hearing Officer recommendation shall be forwarded to the District Judge who may accept, reject, or modify it in whole or in part as a temporary order after the objection period has expired until a contradictory hearing can be had. Any such temporary order signed by the District Judge shall be considered interlocutory in nature.

Upon timely written objection filed by either party, the matter shall proceed to the scheduled contradictory hearing (or a contradictory hearing shall then be scheduled if not previously fixed) where the Judge shall hear the matter de novo.

To preserve the right of de novo review, in the event of an objection to the Hearing Officer's recommendations, there shall be no discussion regarding the merits of the case with the District Judge assigned thereto.

4. If no written objection is filed with the Clerk of Court within the time and manner established, the recommendation shall become a final judgment of the Court and shall be signed by a District Judge as a final judgment. The judgment, after signature by a District Judge shall be served upon the parties in accordance with law.

5. If either party does not provide the required financial information as ordered by the Court at the Hearing Officer Conference necessary to make a determination as to the amount of child support or spousal support, then the Hearing Officer, in order to do substantial justice, may recommend that the party failing to produce the financial information be found in contempt of court with sanctions to be imposed, and/or may recommend that the matter be dismissed without prejudice and/or may recommend that good cause exists to modify the retroactivity of the award, and/or may make temporary recommendations based upon the limited information provided. If the Hearing Officer is unable to make a recommendation based upon the information provided, the Court may set a limited hearing for purposes of fixing temporary child support or spousal support. The temporary order shall be without prejudice and shall not affect claims of retroactivity except for good cause shown.

Fifteenth Judicial District Court

15th JDC
Appendix 3

See attached Form 3.

Fifteenth Judicial District Court

Appendix 3

15th JDC
Appendix 4

See attached Form 4.

Fifteenth Judicial District Court

Appendix 4

15th JDC
Appendix 11

See attached Form 11

Fifteenth Judicial District Court

Appendix 11

Rule 35.1

Notice and Exchange of Information

15th JDC

Five (5) days prior to the Hearing Officer Conference, the parties shall submit to the Mandatory Child Support Checklist and the Mandatory Spousal Support Checklist. Further, where child support or spousal support is an issue, both parties shall submit to the Hearing Officer the following items:

As Amended
October 31, 2007;
amended effective
August 18, 2009.

(a) A current Income and Expense Declaration Statement substantially in compliance with Appendix 4 when spousal support is at issue and/or if child support is at issue and the parties' combined adjusted gross income exceeds the highest level specified in the schedules contained in R.S. 9:315.19 or if a party is seeking a deviation from the child support guidelines.

(b) The last two (2) years of their state and federal income tax returns, including all attachments, specifically all schedules, W-2 forms, 1099 forms and amendments.

(c) The last four (4) pay check stubs. In the event no pay check stubs are available, other appropriate documentation shall be attached.

(d) Any information concerning health insurance, including proof of health insurance such as cards or policies and the cost of the health insurance.

(e) Any information concerning day care costs, including proof of costs such as the day care fee schedule and canceled checks for at least four (4) months if available.

If a party is self-employed or employed by a closely held business entity in which the party has an ownership interest, then ten (10) days prior to the Hearing Officer Conference that party shall submit to the opposing party in accordance with La. R.S. 9:315.2 and/or 9:326, suitable documentation, which shall include but is not limited to the last three (3) personal and business state and federal income tax returns, including all attachments and all schedules, specifically Schedule K-1 and W-2 forms, 1099 forms, and amendments, the most recent profit and loss statements, balance sheets, financial statements and quarterly sales tax reports, and the previous twelve (12) months of personal and business bank account check registers, bank statements, canceled checks, receipts, expenses, and business credit card statements. Except for good cause shown, prior to the scheduled Hearing Officer Conference, counsel and/or the parties shall meet jointly, in person, to discuss their respective positions with regard to the income of the party who is self-employed or who is employed by a closely held entity in which the party has an ownership interest. However, under no circumstances shall an attorney be compelled to meet with an unrepresented party. At the Hearing Officer Conference, each party must be prepared to support with documentation their respective positions with regard to the income of the party who is self-employed or who is employed by a closely held entity in which the party has an ownership interest

It shall not be necessary to file a pre trial brief in connection with rules for spousal support or child support, unless there are unusual or complicated issues of law or fact to be considered or unless a party is seeking a deviation from the child support guidelines as set forth in R.S. 9:315, et seq.

Fifteenth Judicial District Court

Rule 35.2 Child Support Worksheet

15th JDC

Where child support is at issue, (5) days prior to the Hearing Officer Conference both parties shall submit to the Hearing Officer a draft child support worksheet representing the proposed calculation of child support.

Amended effective
April 1, 2005

Fifteenth Judicial District Court

Rule 35.6 Arrearages

15th JDC

Five (5) days prior to the Hearing Officer Conference, the parties shall submit to the Hearing Officer the Mandatory Affidavit for Arrearage/Contempt for Nonpayment of Support substantially in compliance with Appendix 3(D).

As Amended
October 31, 2007

Fifteenth Judicial District Court

Chapter 36 CHILD SUPPORT PURSUANT TO HEARING OFFICER PROCEEDING

Rule 36.5 Criminal Non-Support

Adopted Aug. 10,
1999, Amended
effective April 1,
2005

Section A. Convening Hours and Sessions.

Unless otherwise determined by the Judge, non-support matters will be scheduled on and will convene at 9:00 a.m., excluding holidays, on such days of the week as designated by the District Judges in the Family Docket Division. The Court will continue in session as the Judge or Hearing Officer determines and the docket requires. The Court will publish and post a schedule of hearing dates at least quarterly.

Section B. Expedited Process.

Pursuant to Louisiana R.S. 46:236.5 and applicable articles of the Louisiana Children's Code, this Court implements an expedited process for the establishment, modification and enforcement of support obligations by appointment of one or more Hearing Officers to hear support and support-related matters. The Hearing Officers shall act as a finder of fact and shall make recommendations to the Court. At the conclusion of the hearing, the Hearing Officer shall render a written recommendation to the Court.

Section C. Administrative Fee for Expedited Process.

Pursuant to the authority of R.S. 46:236.5, in all IV-D Social Security Act cases presently pending and arising in the future, the Court shall assess an additional five (5%) percent to each support obligation, including existing arrearages and future arrearages, as well as ongoing support payments, beginning February 1, 1994, in accordance with the rule as adopted by the Lafayette Parish District Court on January 10, 1994.

Unless otherwise ordered by the Court, the minutes of the Court shall reflect the amount made executory followed by the words "plus five (5%) percent thereof as a fee to fund the administrative costs of expedited process."

Section D. Filings and Pleadings.

All pleadings and motions pertaining to Non-Support shall be filed with the Non-Support Docket Clerk in the Non-Support Division of the Family Docket.

Section E. Docketing of Cases, Development of Forms.

The Lafayette Parish District Attorney's office, Non-Support Division, and the Louisiana Department of Social services, Support Enforcement Services (SES) shall cause to be docketed, all non-support cases, both civil and criminal, pertaining to the establishment, collection and enforcement of support orders. Such cases shall be heard by a Hearing Officer appointed by the Lafayette Parish Family Docket to preside over non-support hearings. The Lafayette Parish District Attorney shall be the prosecuting officer in these cases and shall have a representative in Court when such cases are docketed.

The Hearing Officers are authorized to develop the necessary forms in order to effectuate the prompt and efficient movement of all such cases through Court, subject to Court approval.

Section F. Use of Guidelines and Deviation from Guidelines.

The guidelines as set forth in R.S. 9:315, et seq., are to be used in any proceeding to establish or modify child support.

The Court may deviate from the guidelines if the application would not be in the best interest of the child or would be inequitable to the parties. The Court shall give specific oral or written reasons for the deviation, including a finding as to the amount of support that would have been required under a strict application of the guidelines.

Section G. Rules and Motions.

All Court proceedings must be initiated by written request either by formal motion or by formal rule. The

written request must set forth in general term the relief sought by the moving party or the category of hearing which is being requested (i.e., Reduction, Contempt, etc.), as well as the names of all relevant parties and the docket number and division of the case.

All rules and motions filed on behalf of the State of Louisiana, either through the Lafayette Parish District Attorney's Office or through Support Enforcement Services are the responsibilities of the Lafayette Parish District Attorney, Non-Support Division or Support Enforcement Services. The D.A. or legal representatives of Support Enforcement Services will represent the interest of the State at the hearings.

All rules and motions filed on behalf of the defendant/payor must be submitted in writing with an appropriate certificate of service on opposing counsel or pro se litigant.

When rules are filed alleging contempt for failure to pay support as ordered, the Regional Support Enforcement Services Office shall procure a computer printout of the defendant's account to assist the Court in determining the proper status of the account. Both parties are to provide proof of support paid and/or received during the period of time in question.

Section H. Required Information.

At the hearings to initially set support or modification of an existing order, both the defendant and the person seeking the order of support or modification, shall bring to Court, a copy of their most recent state and federal tax return, four recent paycheck stubs or a paycheck stub with a year-to-date amount, proof of the cost for medical insurance premiums to insure the child or children only, and proof of child expenses, or certification/evidence of state or federal benefits.

Section I. Uniform Interstate Family Support Act (UIFSA).

When the person owing the support (designated a "Respondent") resides within the jurisdiction of the Fifteenth Judicial District Court and the petitioner resides in another state, such cases shall be designed as "Responding UIFSA."

In Responding URESA and Responding UIFSA matters, when the Respondent is order to contribute to the support of his dependents, the Court may order him to pay an additional amount as costs not to exceed 5% of the support order.

Section J. Motion and Contradictory Hearing.

Any party may object to the Hearing Officer's recommendations by timely filing a written objection. A written objection to the Hearing Officer's Recommendation to the Court shall be filed within three (3) days from the date of the hearing.

The Clerk shall schedule a contradictory hearing on the court's next available date to be held before the Judge in the appropriate Division. At the hearing on the objection, the defendant shall be entitled to a de novo review and the Judge shall accept, reject, or modify in whole or part the findings of the Hearing Officer.

Except in extraordinary circumstances, if no exception to the hearing Officer's Recommendation is filed within three (3) days following the initial hearing before the Hearing Officer, an order shall be signed by the Judge of the appropriate Division which shall be a final Judgment and shall be appealable to the proper appellate court.

Section K. Method of Payment and Collection Procedures. (To be decided at a later date)

Section L. Change of Address of Defendant or Payee.

Both parties in a court ordered support matter are responsible for notifying the Court in writing through the

Regional Support Enforcement Services Office of any change of address or place of employment.

Section M. Children.

Clients and witness shall be advised not to bring children to court, unless unusual circumstances where the children may be called as witness. Children, under the age of twelve, shall not be allowed in the courtroom without special permission of the court.

Fifteenth Judicial District Court

Chapter 37 PARTITION OF COMMUNITY PROPERTY

Rule 37.0 Commencement of Proceedings

15th JDC

All partition actions shall be commenced by petition, supplemental petition or reconventional demand and shall include a description of the claims the party seeks to have decided by the Court, and shall comply in all other respects with La. R.S. 9:2801. All partitions shall be filed in the same suit number of the divorce and/or separation of property action between the same parties.

Amended effective
April 1, 2005

Fifteenth Judicial District Court

Rule 37.1 Sworn Detailed Descriptive List

15th JDC

Each party shall update and file their detailed descriptive list at least thirty (30) days prior to a partition trial on the merits, but in no event shall the update be prepared and filed more than sixty (60) days prior to trial.

Amended effective
April 1, 2005

Fifteenth Judicial District Court

Rule 37.2 Pre-Trial Procedures

15th JDC

Upon filing of a traversal of the descriptive lists as set forth in La. R.S. 9:2801(2), either party may request that the matter be set for trial of the traverses and/or on the merits. All trials of the traverses and/or all partition trials shall be fixed on a merits docket and shall be scheduled in accordance with Chapter 24 of these rules. The trial of the traverses and/or the partition trial shall not be fixed unless both parties have filed a detailed descriptive list into the record of the proceeding in accordance with R.S. 9:2801(1)(a), or unless a detailed descriptive list has been deemed to constitute a judicial determination of the community assets and liabilities by the Court in accordance with La. R.S. 9:2801(1)(a). The Motion to Fix for Trial shall contain a certification signed by the party or his counsel to this effect.

As Amended
October 31, 2007

Except for good cause shown, at least two (2) days prior to the scheduled Hearing Officer Conference, counsel and/or the parties shall meet jointly, in person, to discuss the nature and basis of their claims and defenses. However, under no circumstances shall an attorney be compelled to meet with an unrepresented party. At the joint meeting, counsel and/or the parties in attendance shall make a good faith effort to narrow the issues, reach joint stipulations to dispose of uncontested matters, discuss and attempt to resolve any matters concerning the authenticity or admissibility of exhibits produced in response to discovery, and attempt a settlement of the matter. Further, the attorneys shall prepare a combined detailed descriptive list which sets forth all community property claims, reimbursement claims, community obligation claims and separate property claims, as well as the nature of the disputes between the parties, in such a manner so that the Court can make a side by side comparison of each claims. An example of a combined detailed descriptive list is attached as Appendix 18.

All attorneys of record are responsible for arranging the joint meeting at a mutually agreeable time and location and are responsible for personally attending the meeting. At the joint meeting, counsel and/or the parties are to complete a Mandatory Checklist for Community Property Matters substantially in compliance with Appendix 10. All attorneys of record are responsible for preparing and filing the checklist.

Additionally, the matter shall be set for a Hearing Officer conference before the assigned Hearing Officer, which conference shall take place no less than twenty-one (21) days before any scheduled trial. Notice of the scheduled trial and Hearing Officer Conference shall be mailed to all counsel of record and unrepresented parties. The purpose of the conference shall be to determine if the case is ready for trial and to discuss the nature and basis of the claims and defenses and to make a good faith effort to narrow the issues, reach joint stipulations to dispose of uncontested matters, discuss and attempt to resolve any matter concerning the authenticity or admissibility of exhibits produced in response to discovery, and attempt a settlement of the matter.

If the matter is not resolved or determined not ready for trial, the Hearing Officer may recommend an appropriate scheduling order and either party may request a pre-trial conference before the designated Division Judge in accordance with these rules.

The Court may, on the motion of either party, or on its own motion, require a separate hearing on contested issues of law or fact or on the issues of the separate or community nature of assets or obligations and/or the valuation of assets, liabilities or reimbursements, prior to a trial on the merits. Decisions on questions of law or fact shall be considered preliminary findings in nature for appeal purposes. No appeal may be taken until final judgment covering all community property issues heard pursuant to La. R.S. 9:2801 et. seq. is signed.

Fifteenth Judicial District Court

15th JDC
Appendix 10

See attached Form 10.

Fifteenth Judicial District Court

Appendix 10

Rule 37.5 Summary Proceedings

15th JDC
Amended effective
April 1, 2005

The trial of the traverses and trial on the merits shall be set on the Court's regular merits docket.

Fifteenth Judicial District Court

Rule 37.7 Form of Judgment

15th JDC
Amended effective
April 1, 2005

It shall be the responsibility of any party who is an employee participant in a benefit plan in which the community possesses an interest to obtain all available forms and other necessary information from the plan administrator which shall be submitted to the Court and to opposing counsel, or the opposing party if unrepresented, so that a qualified domestic relations (QDRO) order can be prepared as directed by the Court;

Fifteenth Judicial District Court

Chapter 38

CUSTODY AND VISITATION ORDERS

Rule 38.0

Provisional Custody

15th JDC

Section A. Matters to be heard by Hearing Officers

As Amended
October 31, 2007;
amended effective
August 18, 2009;
amended effective
April 12, 2011.

The Hearing Officers shall perform Hearing Officer Conferences on summary proceeding matters concerning child custody and visitation, contempt of court, attorney's fees and such other matters as may be authorized by law or as directed by the District Judge. Upon the request of counsel, a party shall have the right to be present in a Hearing Officer Conference, and may testify to the extent deemed appropriate by the Hearing Officer.

All pleadings filed in the Family Docket seeking child custody or visitation shall be accompanied by the Mandatory Affidavit for Child Custody/Visitation Matters set forth in Appendix 3(A), which shall be filed into the record. To the extent documents are relied upon by the Hearing Officer in making a recommendation, said documents shall be filed into the record of the proceeding unless waived by counsel of record, or by the party if unrepresented.

Section B. Hearing Officer Conference

1. After filing initial pleadings with the Family Docket, all parties shall be required to attend a Hearing Officer Conference with the assigned Hearing Officer.
2. The initial Hearing Officer Conference shall be scheduled as soon as the docket permits following the filing of the pleading.
3. If there are complicated or extraordinary issues that will require a Hearing Officer Conference longer than an hour, the parties shall notify the Hearing Officer of this fact at the time the order to set the Hearing Officer Conference is filed, or immediately upon determining that a longer time is necessary. Thereafter, the Hearing Officer may schedule a longer Hearing Officer Conference to accommodate the issues of the case if time is available.
4. If, however, the Court determines that there exists a situation of immediate danger or immediate need, the initial conference shall be scheduled at an earlier date at the request of the parties.
5. If not previously filed, the parties shall submit to the Hearing Officer the Mandatory Affidavit for Child Custody/Visitation Matters set forth in Appendix 3(A) at least five (5) days prior to the Hearing Officer Conference. Further, where child support or spousal support are an issue, both parties shall submit to the Hearing Officer the items required by Rule 35.1.
6. All attorneys shall bring their calendars to the Hearing Officer Conference to facilitate in scheduling additional conferences or rule dates.
7. Parties shall be required to file a memorandum in cases involving unusual issues of law. The memorandum shall include case law or statutory authority in support of the unusual issue of law.
8. At the Hearing Officer Conference, the Hearing Officer shall determine the issues of the case and in conjunction therewith, shall hear and make recommendations regarding:
 - (a) Contested and uncontested paternity cases.
 - (b) The referral of parties to mediation, medical and psychological evaluation, and drug testing in accordance R.S. 9:306 and 331 et. seq., and to make recommendations regarding the referral of parties to counseling and substance abuse treatment.
 - (c) Custody and/or visitation matters.

- (d) Contempt of court, attorney's fees and sanctions as provided by law.

Section C. Hearing Officer Recommendation and Objection Procedure

1. A copy of any written recommendation rendered by the Hearing Officer shall be provided to the parties and their counsel at the time of the Hearing Officer's ruling, if present. The recommendation(s) of the Hearing Officer shall be filed into the record, but shall not be provided to the Judge hearing the case.
2. If the parties agree to custody and/or visitation at the Hearing Officer Conference, the parties shall sign a stipulation to that effect. This stipulation and a judgment in accordance therewith shall thereafter be submitted to the Judge for signature and become a final judgment.
3. Any party who disagrees with a recommendation of a Hearing Officer on a matter set forth may file a written objection thereto substantially in compliance with Appendix 11 within three (3) days unless otherwise set forth by these rules.

If the parties cannot agree to the custody and/or visitation recommendation of the Hearing Officer at the conference, and in those cases where visitation is not prohibited by law, then the Hearing Officer shall recommend a temporary order of custody and/or visitation which shall be forwarded to the District Judge for consideration as a temporary order after the objection period has expired.

If a written objection to the custody and/or visitation recommendation of the Hearing Officer is timely filed by either party and in those cases where visitation is not prohibited by law, then the Hearing Officer recommendation shall be forwarded to the District Judge who may accept, reject, or modify it in whole or in part as a temporary order after the objection period has expired until a contradictory hearing can be had. Any such temporary order signed by the District Judge shall be considered interlocutory in nature.

Upon timely written objection filed by either party, the matter shall proceed to the scheduled contradictory hearing (or a contradictory hearing shall then be scheduled if not previously fixed) where the Judge shall hear the matter de novo and render such rulings as are appropriate under the circumstances.

To preserve the right of de novo review, in the event of an objection to the Hearing Officer's recommendations, there shall be no discussion regarding the merits of the case with the District Judge assigned thereto.

4. If no written objection is filed with the Clerk of Court within the time and manner established, the recommendation shall become a final judgment of the Court and shall be signed by a District Judge as a final judgment. The judgment, after signature by a District Judge shall be served upon the parties in accordance with law.
5. If the parties do not agree to custody and/or visitation at the conference, the Hearing Officer shall determine if the case needs to be referred to mediation, psychological evaluations, or set for a hearing before the Court.

If mediation or psychological evaluations are recommended by the Hearing Officer at the Hearing Officer Conference, the Hearing Officer shall recommend the terms and conditions upon which the parties are to pay for the mediation or psychological evaluations and prepare an order to that effect. Any such recommendations are subject to objection and de novo hearing as set forth above.

The parties who have been referred to mediation or psychological evaluations shall be required to provide proof to the Hearing Officer as to the appointments set for mediation or evaluations within fifteen (15) working days after the Hearing Officer Conference.

Fifteenth Judicial District Court

Rule 38.1

Ex Parte Custody Orders

15th JDC

Section A. All requests for ex parte child custody must be pled in accordance with one of the following statutes:

As Amended
October 31, 2007

- (a) La. R.S. 46:2131 et seq., Domestic Abuse Assistance Act;
- (b) La. R.S. 9:361, 363, 364, Post Separation Family Violence Relief Act;
- (c) La. C.C.P. Art. 3945, Incidental Order of Child Custody;
- (d) La. Ch. Code 1564, et seq., Domestic Abuse Assistance Act; or
- (e) Any other statute expressly permitting such relief.

Section B. If an ex parte change of custody order is sought when a prior legal custody order exists, the suit record must accompany the application. If a prior application was sought, reference should be made to such an order; to what Judge, and what order or decision was made thereon. Orders of ex parte custody and visitation shall be given no weight at merits hearing on child custody or visitation.

Section C. La. C.C.P. Art. 3945. When there is no prior legal custody order, ex parte orders granting temporary custody shall not be signed unless the application complies with Louisiana Code of Civil Procedure Art. 3945. The petitioner, must by affidavit or verified petition, set out in detail all the facts that establish why immediate and irreparable injury will result to the child; when, where, how, and under what circumstances he or she has obtained the physical custody of the child and why he/she is requesting legal custody, or, if not in their physical custody, why they feel they should be entitled to it. If represented by counsel, the application must be accompanied by counsel's certificate. All applications for ex parte custody shall be accompanied by the Mandatory Affidavit for Child Custody/Visitation Matters set forth in Appendix 3(A).

Section D. If an ex parte change of custody order is sought when a prior legal custody order exists, the suit record must accompany the application. If a prior application was sought, reference should be made to such an order; to what Judge, and what order or decision was made thereon. If new facts exist, they should be stated and brought to the attention of the court. In addition to the certificate and/or affidavit required in Section A above, there must be at least one (1) non-party affidavit attesting to the facts in support of the ex parte modification order.

Section E. Any Order granting temporary ex parte custody shall contain a provision which prohibits both parents (parties) from changing the child's residence from the jurisdiction of the court.

Section F. The petition shall provide for a Rule to Show Cause in the proper division and except for good cause shown or where prohibited by law, the application must provide for visitation substantially in compliance with La. C.C.P. art. 3945.

Section G. The provisions of this Rule do not apply to any order of custody of a child requested in a verified petition alleging the applicability of the Domestic Assistance Act R.S. 46:2131 et seq. Children's Code Article 1564 et seq. or the Post Separation Family Violence Relief Act, R.S. 9:361 et seq.

Section H. On the motion of a party, or on its own motion, the Court may impose appropriate sanctions pursuant to La. C.C.P. art. 863D for certifications that are not based in good faith.

Fifteenth Judicial District Court

Rule 38.3

Submission and Implementation of Joint Custody Plans

15th JDC

Joint Custody Plans should contain provisions substantially in compliance with Appendix 15.

Amended effective
April 1, 2005

Rule 38.4 Modification of a Custody or Visitation Order

15th JDC Modifications of an existing custody or visitation order shall be handled in the same manner as set forth in Rules 38.0, 38.1 and 38.3.

Amended effective
April 1, 2005

Rule 38.5 Alternative Procedures (Mediation, Parenting Classes)

15th JDC 1. MEDIATION

Adopted Aug. 10,
1999, Amended
effective April 1,
2005

Section A. At the time of the Hearing Officer Conference with the hearing officer, the parties or their respective counsel shall have an opportunity to provide a verbal statement of their positions to the hearing officer with regard to the custody and/or visitation issues before the Court. The hearing officer shall then determine whether the matter is appropriate for mediation.

Section B. In the event the hearing officer determines that the matter is appropriate for mediation, the hearing officer shall determine whether the issues will require only one mediation session, or whether more than one mediation session shall be required.

1. In the event the issues appear to require only one mediation session, the case may be mediated by court officers who have been trained to mediate custody and visitation matters in accordance with LSA R.S. 9:334. However, in no event may a court officer who will be serving as a Hearing Officer for support issues mediate a custody or visitation issue.

2. If the issues will require more than one mediation session, then the parties shall be referred to a mediator from the list of approved mediators maintained by the Clerk of Court, on a rotating basis.

Section C. If the hearing officer refers the matter to mediation, an Order of Mediation shall issue at the time of the Hearing Officer Conference, in substantial compliance with Appendix 5. A party objecting to the referral of the matter to mediation by the hearing officer shall have three (3) court days within which to file an objection to the Order of Mediation, in which the party shall set forth, with specific allegations of fact, the basis upon which an objection to mediation is being filed.

Section D. In the event the hearing officer does not refer the matter to mediation, either party may nevertheless file a motion seeking a court order of mediation, and shall, at the time said motion is filed, have the matter set for contradictory hearing on the next available rule docket.

Section E. In the event the parties agree upon a mediator other than the mediator appointed by the court, the name, address, and telephone number of the agreed upon mediator shall be provided to the Judge within five (5) court days after notice to the parties by the hearing officer of the referral to mediation.

Section F. In order to be listed as an approved mediator with the Clerk of Court, an individual must have successfully completed mediation training in accordance with LSA R.S. 9:334, and must be a practicing member of the Family Mediation Council of Louisiana. Individuals seeking to be placed on the list of approved mediators shall be required to provide a resume and shall agree to charge according to the fee schedule promulgated by the Judges assigned to the Family Docket on file with the Clerk of Court in advance of consideration of his or her placement on the approved list.

Section G. After mediation has been ordered, the appointed mediator shall file an Acceptance of Appointment and Initial Disclosure by Court Appointed Mediator substantially in compliance with Appendix 6.

Section H. The mediator shall communicate with the parties and schedule mediation sessions as appropriate. The mediator shall encourage and assist the parties in reaching a settlement of their dispute but may not compel or coerce the parties to enter into a settlement agreement.

Section I. Mediators shall preserve and maintain the confidentiality of mediation proceedings pursuant to LSA R.S. 9:332C:

1. They shall keep confidential from opposing parties any information obtained in individual caucuses unless the party or parties to a caucus permit disclosure.
2. They shall maintain confidentiality in the storage and disposal of records and shall render anonymous all identifying information when materials are used for research, training or statistical compilations.
3. All proceedings of the mediation, including statements made by any party, attorney or other participant, are privileged in all respects. The proceedings may not be reported, recorded, placed into evidence, made known to the trial court, or construed for any purpose as an admission against interest.
4. The mediator shall not be named as a witness, nor may the mediator's records be subpoenaed or used as evidence, nor may the mediator's deposition be taken, or any other discovery had against the mediator.

Section J. At the conclusion of the mediation between the parties, the mediator shall report to the Court that the parties have reached a mediated agreement, and shall provide a memorandum of understanding to the parties and their respective legal counsel, summarizing the nature and substance of the parties' agreement. In the event no settlement was reached, the mediator shall report to the Court, the parties, and their respective legal counsel that the parties were unable to reach a mediated agreement. In either case, the mediator shall file a Final Report of Mediator to the Court substantially in compliance with Appendix 7.

Section K. The cost of mediation shall initially be borne equally by the parties, unless the parties agree otherwise, and shall ultimately be taxed as costs of court in the event mediation does not resolve the dispute. At the conclusion of each mediation session, whether or not successful, the parties shall pay the mediator's fee as per the fee schedule on file, or as agreed upon, and the amount of the fee shall be certified by the mediator and placed in the record of the action. All court filings made by the mediator shall be accepted by the Clerk of Court without any filing fee from the mediator, but the cost of filing shall be taxed as costs of court.

2. PARENTING CLASSES

Section A. In order to provide for the best interest of the children of parents who are involved in a contested custody matter, the parents shall participate in an educational program that is designed to make the parties more aware of the effects of separation and divorce upon their children and to acquaint them with methods of assisting minor children to cope with the stress of divorce and custody proceedings.

Section B. All parties to a contested custody matter filed in the Court shall successfully complete the program "Children Cope with Divorce". The parties shall promptly pay all fees associated with the program, as directed by the Court.

Section C. The program shall be completed within sixty (60) days of service of initial pleadings in the case and each party shall file a certificate of completion in the record.

Section D. A party's failure to timely complete the program and/or pay all costs in connection therewith, shall subject the party to an appropriate action by the Court, including contempt of Court.

Section E. The Court may waive the requirement of completion of the program, in individual cases, for good cause shown. The Court may also change the time by which the program shall be completed or the location, in individual cases, for good cause shown.

Fifteenth Judicial District Court

15th JDC
Appendix 5

See attached Form 5.

Fifteenth Judicial District Court

Appendix 5

15th JDC
Appendix 6

See attached Form 6.

Fifteenth Judicial District Court

Appendix 6

15th JDC
Appendix 7

See attached Form 7

Fifteenth Judicial District Court

Appendix 7

Chapter 39

OTHER RULES

Rule 39.0

Other Rules

15th JDC

1. SPECIFIC CIVIL RULES IN FAMILY DOCKET CASES

As Amended
October 31, 2007

Suits for annulment, divorce and separation where there are no minor children born of, adopted or legitimated by the marriage together with all related incidental matters as defined by La. C.C. Art. 105, including a request for protective order instituted after the filing of the suit, and the community property partitions associated with the dissolution of said marriages, and all matters assigned to the Family Docket shall be governed by the specific rules found in Title IV hereof. In any instance where the specific rules found in Title IV are silent, the general rules and civil rules shall apply.

2. CHILDREN IN THE COURTROOM

Clients and witnesses shall be advised not to bring children to court, except in unusual circumstances where the child[ren] may be called as witnesses. When a child is to be a witness in a proceeding, arrangements shall be made to have the child on a standby basis until their testimony is needed, preferably waiting at a location other than the Courthouse. Children, under the age of twelve, shall not be allowed in the courtroom without special permission of the court. The Clerk of Court shall notify the parties of this rule in accordance with Appendix 2.

3. COLLABORATIVE LAW

Case filings designated as an approved Collaborative Law matter shall be exempt from deadlines and other local rules of court proceedings concerning domestic cases. The attorneys shall certify in the Petition for Divorce that this is a collaborative law case, and that they and the clients have signed a Contract to proceed in a collaborative manner. In the event of an impasse, and either party withdraws from the collaborative

process, both attorneys shall file a motion to withdraw as counsel of record, and they shall certify in the motion that the collaborative process is in impasse.

Once a collaborative case is at impasse and the attorneys in the collaborative process have withdrawn as counsel of record, the matter shall be deemed one for regular litigation, and it shall then proceed according to all local court rules of the Fifteenth Judicial District.

Any attorney that enters into a collaborative law agreement in the Fifteenth Judicial District shall be in good standing with the Louisiana State Bar Association, and they shall have the basic introductory two day training regarding the team approach to collaborative cases involving mental health professionals, certified public accountants, certified valuation analyst and other professionals that may be necessary to find a solution to the parties legal problems. Any introductory course offered by the Collaborative Professional Group of Louisiana, Inc., is approved.

4. MENTAL HEALTH EVALUATIONS IN CUSTODY/VISITATION PROCEEDINGS

Section A. At the time of the Hearing Officer Conference with the hearing officer, if either party has moved for a mental health evaluation under La. R.S. 9:331, the parties or their respective counsel shall have an opportunity to provide a verbal statement and other documentary evidence of their positions to the hearing officer with regard to the custody and/or visitation issues before the Court. The hearing officer shall then recommend whether the matter is appropriate for a mental health evaluation and if so, how the costs shall be apportioned pending the hearing on the merits of the custody and/or visitation proceeding.

Section B. If the hearing officer recommends referring the matter to a mental health professional for evaluation, an Order for Mental Health Evaluation shall issue at the time of the Hearing Officer Conference, in substantial compliance with Appendix 8. A party objecting to the hearing officer's recommendation referring the matter for evaluation shall have five (5) days within which to file an objection to the order. The Clerk of Court shall send a certified copy of the order to the mental health professional and any unrepresented party, by certified mail, return receipt requested, to the address contained on the order, simultaneously with the mailing of the Notice to all counsel of record.

Section C. If the hearing officer does not recommend referring the matter to a mental health professional for an evaluation, either party shall have five (5) court days within which to file an objection to the recommendation denying the requested order;

Section D. In the event either party objects to the recommendation of the hearing officer regarding the issue of mental health evaluation, the issue shall proceed before the designated Division Judge (or said matter shall immediately be set for hearing before said Division Judge if a rule date has not already been scheduled) who shall hear the matter de novo as set forth in Chapter 35.

Section E. When a custody/visitation evaluation is agreed upon by the parties or is ordered by the Court pursuant to La. R.S. 9:331 after a contradictory hearing, the attorneys shall submit an order substantially in compliance with Appendix 8. The Clerk of Court shall send a certified copy of the order to the mental health professional and any unrepresented party, by certified mail, return receipt requested, to the address contained on the order, simultaneously with the mailing of Notice to all counsel of record.

Section F. Unless otherwise agreed by the parties, when an evaluation is ordered by the Court pursuant to La. R.S. 9:331 in a proceeding for sole custody, or a proceeding where the designation of a domiciliary parent is at issue, or in a proceeding where supervised visitation is sought, the "mental health professional" shall be a person who is a psychiatrist or a person who possesses a doctorate degree in counseling, social work, psychology, or marriage and family counseling.

Section G. Unless otherwise agreed by the parties, when an evaluation is ordered by the Court pursuant to La. R.S. 9:331 in a proceeding for visitation (other than supervised visitation), or in a joint custody proceeding where the designation of a domiciliary parent is not an issue, the "mental health professional" shall be a person who possesses at least a masters' degree in counseling, social work, psychology, or

marriage and family counseling.

Section H. Unless otherwise agreed by the parties, when any evaluation is ordered by the Court pursuant to La. R.S. 9:331, there shall have been no prior communications between the attorneys or the parties and the mental health professional concerning the issues in the pending matter, other than communications for the sole purpose of determining the availability of the mental health professional or to identify any conflicts of interest the mental health professional may have with the parties or the children.

Section I. When an evaluation is ordered by the Court pursuant to La. R.S. 9:331 and the mental health professional has been appointed, by the attorneys and the mental health professional shall proceed as follows:

1. There shall be no ex-parte contact between the attorneys and the mental health professional. All oral contacts shall be by conference call or joint meeting. All correspondence from the mental health professional shall be directed to all attorneys of record. All correspondence to the mental health professional shall be by joint letter from all attorneys of record, or if not by joint letter, the correspondence shall be pre-approved by all attorneys of record, and shall contain the following certification by the attorney-author: "I do hereby certify that a copy of this letter and attachments, if any have been previously provided to all counsel of record and I have their express approval prior to its delivery to you."
2. In the event the attorneys of record cannot agree whether certain information or documentation should be provided to the mental health professional, the attorney of record who desires to provide the information to the mental health professional shall arrange a conference call or joint meeting between all attorneys of record and mental health professional, so that the mental health professional can decide if the information would be relevant to the evaluation. Alternatively, the attorneys of record may request a status conference from the Court.
3. The attorneys shall not use the clients or the children to send written communications to the mental health professional.
4. In the event the mental health professional determines that the minor child is at risk for physical injury or may suffer serious and demonstrable psychological trauma due to the condition or circumstances of any party or any child, the mental health professional shall immediately contact the Court, and all counsel of record to advise of the matter.
5. Once the evaluation has been completed, the mental health professional shall, within a reasonable period of time, provide a short form report as set forth in Appendix 9 to the Court and all attorneys of record, to include at least the following information:
 - (a) The number of contacts with the parties and the children and the types of tests administered to the parties and/or the children, if any.
 - (b) A listing of other sources of information and a listing of any relevant information that could not be obtained.
 - (c) Identify any specific opinions or facts regarding the parties or the children that may impact the issues before the court.
 - (d) Any specific recommendation in light of the opinions or facts set forth in (c).
6. If any attorney of record requires additional information, this information shall be requested as set forth in Section I(1) above, or by deposition.
7. If the Court requires additional information, this information shall be provided by whatever means the Court deems appropriate.

5. NON SUPPORT (CIVIL)

Section A. Convening Hours and Sessions.

Unless otherwise determined by the Judge, non-support matters will be scheduled on and will convene at 9:00 a.m., excluding holidays, on such days of the week as designated by the District Judges in the Family Docket Division. The Court will continue in session as the Judge or Hearing Officer determines and the docket requires. The Court will publish and post a schedule of hearing dates at least quarterly.

Section B. Expedited Process.

Pursuant to Louisiana R.S. 46:236.5 and applicable articles of the Louisiana Children's Code, this Court implements an expedited process for the establishment, modification and enforcement of support obligations by appointment of one or more Hearing Officers to hear support and support-related matters. The Hearing Officers shall act as a finder of fact and shall make recommendations to the Court. At the conclusion of the hearing, the Hearing Officer shall render a written recommendation to the Court.

Section C. Administrative Fee for Expedited Process.

Pursuant to the authority of R.S. 46:236.5, in all IV-D Social Security Act cases presently pending and arising in the future, the Court shall assess an additional five (5%) percent to each support obligation, including existing arrearages and future arrearages, as well as ongoing support payments, beginning February 1, 1994, in accordance with the rule as adopted by the Lafayette Parish District Court on January 10, 1994.

Unless otherwise ordered by the Court, the minutes of the Court shall reflect the amount made executory followed by the words "plus five (5%) percent thereof as a fee to fund the administrative costs of expedited process."

Section D. Filings and Pleadings.

All pleadings and motions pertaining to Non-Support shall be filed with the Non-Support Docket Clerk in the Non-Support Division of the Family Docket.

Section E. Docketing of Cases, Development of Forms.

The Lafayette Parish District Attorney's office, Non-Support Division, and the Louisiana Department of Social services, Support Enforcement Services (SES) shall cause to be docketed, all non-support cases, both civil and criminal, pertaining to the establishment, collection and enforcement of support orders. Such cases shall be heard by a Hearing Officer appointed by the Lafayette Parish Family Docket to preside over non-support hearings. The Lafayette Parish District Attorney shall be the prosecuting officer in these cases and shall have a representative in Court when such cases are docketed.

The Hearing Officers are authorized to develop the necessary forms in order to effectuate the prompt and efficient movement of all such cases through Court, subject to Court approval.

Section F. Use of Guidelines and Deviation from Guidelines.

The guidelines as set forth in R.S. 9:315, et seq., are to be used in any proceeding to establish or modify child support.

The Court may deviate from the guidelines if the application would not be in the best interest of the child or would be inequitable to the parties. The Court shall give specific oral or written reasons for the deviation, including a finding as to the amount of support that would have been required under a strict application of the guidelines.

Section G. Rules and Motions.

All Court proceedings must be initiated by written request either by formal motion or by formal rule. The written request must set forth in general term the relief sought by the moving party or the category of hearing which is being requested (i.e., Reduction, Contempt, etc.), as well as the names of all relevant parties and the

docket number and division of the case.

All rules and motions filed on behalf of the State of Louisiana, either through the Lafayette Parish District Attorney's Office or through Support Enforcement Services are the responsibilities of the Lafayette Parish District Attorney, Non-Support Division or Support Enforcement Services. The D.A. or legal representatives of Support Enforcement Services will represent the interest of the State at the hearings.

All rules and motions filed on behalf of the defendant/payor must be submitted in writing with an appropriate certificate of service on opposing counsel or pro se litigant.

When rules are filed alleging contempt for failure to pay support as ordered, the Regional Support Enforcement Services Office shall procure a computer printout of the defendant's account to assist the Court in determining the proper status of the account. Both parties are to provide proof of support paid and/or received during the period of time in question.

Section H. Required Information.

At the hearings to initially set support or modification of an existing order, both the defendant and the person seeking the order of support or modification, shall bring to Court, a copy of their most recent state and federal tax return, four recent paycheck stubs or a paycheck stub with a year-to-date amount, proof of the cost for medical insurance premiums to insure the child or children only, and proof of child expenses, or certification/evidence of state or federal benefits.

Section I. Uniform Interstate Family Support Act (UIFSA).

When the person owing the support (designated a "Respondent") resides within the jurisdiction of the Fifteenth Judicial District Court and the petitioner resides in another state, such cases shall be designed as "Responding UIFSA."

In Responding URESA and Responding UIFSA matters, when the Respondent is order to contribute to the support of his dependents, the Court may order him to pay an additional amount as costs not to exceed 5% of the support order.

Section J. Motion and Contradictory Hearing.

Any party may object to the Hearing Officer's recommendations by timely filing a written objection. A written objection to the Hearing Officer's Recommendation to the Court shall be filed within three (3) days from the date of the hearing.

The Clerk shall schedule a contradictory hearing on the court's next available date to be held before the Judge in the appropriate Division. At the hearing on the objection, the defendant shall be entitled to a de novo review and the Judge shall accept, reject, or modify in whole or part the findings of the Hearing Officer.

Except in extraordinary circumstances, if no exception to the hearing Officer's Recommendation is filed within three (3) days following the initial hearing before the Hearing Officer, an order shall be signed by the Judge of the appropriate Division which shall be a final Judgment and shall be appealable to the proper appellate court.

Section K. Method of Payment and Collection Procedures. (To be decided at a later date)

Section L. Change of Address of Defendant or Payee.

Both parties in a court ordered support matter are responsible for notifying the Court in writing through the Regional Support Enforcement Services Office of any change of address or place of employment.

Section M. Children.

Clients and witness shall be advised not to bring children to court, unless unusual circumstances where the children may be called as witness. Children, under the age of twelve, shall not be allowed in the courtroom without special permission of the court.

6. CANCELLATION OF HEARING OFFICER CONFERENCES

If a matter is settled prior to a scheduled Hearing Officer Conference, the attorneys of record shall notify the office of the Hearing Officer in writing to remove the matter from the Hearing Officer's calendar.

A copy of a motion to dismiss filed in a case prior to a scheduled Hearing Officer Conference shall be provided to the office of the appropriate Hearing Officer prior to its presentation to the Court for signature and said motion shall contain a certificate signed by the party or his counsel verifying that a copy has been sent to the opposing party or his counsel and that the office of the Hearing Officer has been supplied with a copy of the motion. Once the order is signed, the attorney(s) and any unrepresented party shall notify the office of the Hearing Officer in writing of the signing.

FIFTEENTH JUDICIAL DISTRICT COURT APPENDICES

App.

1. Order.
2. Hearing Officer Conference Order.
3. Hearing Officer Conference Questionnaire.
- 3(A). Mandatory Affidavit for Child Custody/Visitation Matters (UCCJEA Compliant).
- 3(B). Mandatory Affidavit for Child Support Matters.
- 3(C). Mandatory Checklist for Spousal Support Matters.
- 3(D). Mandatory Affidavit for Arrearages and Contempt for Nonpayment of Support
4. Affidavit.
5. Order of Mediation.
6. Acceptance of Appointment and Initial Disclosure by Mediator.
7. Final Report of Mediator to the Court.
8. Order for Mental Health Evaluation.
9. Short Form Child Custody/Visitation Evaluation Report.
10. Community Partition Joint Meeting Report.
11. Objection to Hearing Officer's Recommendations and Motion and Order to Fix for Hearing.
12. Louisiana Civil Code Article 103(1) Divorce (Default Confirmation Under Code of Civil Procedure Article 1702 E Form).
13. Louisiana Civil Code Article 103(1) Divorce (Uncontested Divorce Under Code of Civil Procedure Article 969B).
14. Louisiana Civil Code Article 102 Divorce Form.
15. Joint Custody Plan.
16. Hearing Officer Recommendation for Divorce Matters.
17. Hearing Officer Recommendation for Domestic Abuse Matters.
18. Combined Detailed Descriptive Lists

Fifteenth Judicial District Court

15th JDC
Appendix 8

See attached Form 8.

Fifteenth Judicial District Court

Appendix 8

15th JDC
Appendix 9

See attached Form 9.

Fifteenth Judicial District Court

Appendix 9

Appendix 1

VERSUS

FIFTEENTH JUDICIAL DISTRICT

DOCKET NO. _____-_____

LAFAYETTE PARISH, LOUISIANA

ORDER

Considering the foregoing Rule to Show Cause;

IT IS ORDERED that _____ show cause on the _____ day of _____, 20__ at ____: ____ o'clock ____M., why:

IT IS FURTHER ORDERED that, unless support, custody, visitation, use and occupancy of the family home and movables, contempt/attorneys fee matters for failure to pay support, or injunctive relief, have been agreed upon, the parties hereto shall appear, with or without their respective counsel, before the assigned Hearing Officer in Lafayette, Louisiana on the _____ day of _____, 20__ at ____:____ o'clock ____M.

SIGNED AT _____, Louisiana this _____ day of _____, 20__.

DISTRICT JUDGE

15 TH JUDICIAL DISTRICT COURT

VERSUS

NO.:

DIVISION:

PARISH OF LAFAYETTE, LOUISIANA

HEARING OFFICER CONFERENCE ORDER

In addition to and in conjunction with the order(s) signed by the Court herein on

IT IS ORDERED that the parties hereto and/or their respective counsel confer with each other for the purpose of attempting amicable settlement of the ancillary matters pending in this case.

IT IS FURTHER ORDERED that the parties or their respective attorneys shall execute, exchange and forward to the Hearing Officer and each other five (5) working days prior to the Intake Hearing Officer Conference the following documents:

1. **Hearing Officer Conference Questionnaire prepared in accordance with the Local Court Rules.**
2. **A current Income and Expense Declaration Statement prepared in accordance with the Local Court Rules.**
3. **The last two (2) years of their state and federal income tax returns, including all attachments, specifically all schedules, W-2 forms, 1099 forms and amendments.**
4. **The last four (4) pay check stubs. In the event no pay check stubs are available, other appropriate documentation shall be attached.**
5. **Any information concerning health insurance, including proof of health insurance such as cards or policies and the cost of the health insurance.**
6. **Any information concerning day care costs, including proof of costs, such as the daycare fee schedule and canceled checks for at least four (4) months, if available.**

IT IS FURTHER ORDERED that if a party is self-employed or employed by a closely held business entity in which the party has an ownership interest, then ten (10) days prior to the Hearing Officer Conference that party shall submit to the opposing party in accordance with La. R.S. 9:315.2 and/or 9:326, suitable documentation, which shall include but is not limited to the last three (3) personal and business state and federal income tax returns, including all attachments and all schedules, specifically Schedule K-1 and W-2 forms, 1099 forms, and amendments, the most recent profit and loss statements, balance sheets, financial statements and quarterly sales tax reports, and the previous twelve (12) months of personal and business bank account check registers, bank statements, canceled

checks, receipts, expenses, and ~~his~~ business credit card statements. Except for good cause shown, prior to the scheduled Hearing Officer Conference, counsel and/or the parties shall meet jointly, in person, to discuss their respective positions with regard to the income of the party who is self-employed or who is employed by a closely held entity in which the party has an ownership interest. However, under no circumstances shall an attorney be compelled to meet with an unrepresented party. At the Hearing Officer Conference, each party must be prepared to support with documentation their respective positions with regard to the income of the party who is self-employed or who is employed by a closely held entity in which the party has an ownership interest

IT IS FURTHER ORDERED THAT, unless support, custody, visitation, use and occupancy of the family home and movables, contempt/attorneys fee matters for failure to pay support, or injunctive relief, have been agreed upon, the parties hereto shall appear, with or without their respective counsel, Before the assigned Hearing Officer, _____, in Lafayette, Louisiana on _____ at the hour of _____ a.m./p.m.
Lafayette, Louisiana this _____ day of _____, 2_____.

DISTRICT JUDGE

NOTICE:

FAILURE TO COMPLY WITH THE HEARING OFFICER CONFERENCE ORDER MAY RESULT IN A DELAY IN THE SCHEDULING OF THE RULE AND THE ENTRY OF AN INTERIM ORDER BASED ON THE EVIDENCE PROVIDED, OR SUCH OTHER ACTION AS THE COURT MAY DEEM APPROPRIATE PENDING COMPLIANCE WITH THIS ORDER.

IN THE EVENT OF A SETTLEMENT OR DISMISSAL OF THE ABOVE REFERENCED MATTER, YOU MUST NOTIFY THE OFFICE OF THE HEARING OFFICER IMMEDIATELY AT 269-5755.

IMPORTANT NOTICE REGARDING YOUR CASE

Failure to comply with the Hearing Officer Conference Order may result in a delay in the scheduling of the rule and the entry of an interim order based on the evidence provided, or such other action, as the Court may deem appropriate pending compliance with this Order.

In the event this matter involves issues of custody and/or visitation and these matters are not resolved at the Hearing Officer Conference, you may be referred to mediation by the Hearing Officer.

All attorneys and unrepresented parties must bring their calendars to the intake conference to facilitate scheduling of future conferences and hearings. In the event of a settlement or dismissal of the above referenced matter, you must notify the office of the Hearing Officer immediately at (337) 269-5755.

NOTICE

Pursuant to Local Court Rule 39.0, children under the age of twelve shall not be allowed in the courtroom without special permission of the Court. When a child is to be a witness in a proceeding, arrangements shall be made to have the children on stand-by, preferably at a location other than the Courthouse.

Appendix 2

IMPORTANT NOTICE REGARDING YOUR CASE

Failure to comply with the Hearing Officer Conference Order may result in a delay in the scheduling of the rule and the entry of an interim order based on the evidence provided, or such other action, as the Court may deem appropriate pending compliance with this Order.

In the event this matter involves issues of custody and/or visitation and these matters are not resolved at the intake conference, you may be referred to mediation by the Hearing Officer.

All attorneys and unrepresented parties must bring their calendars to the intake conference to facilitate scheduling of future conferences and hearings.

In the event of a settlement or dismissal of the above referenced matter, you must notify the office of the Hearing Officer immediately at (318) 269-5755.

NOTICE

Pursuant to Local Court Rule #47, children under the age of twelve shall not be allowed in the courtroom without special permission of the Court. When a child is to be a witness in a proceeding, arrangements shall be made to have the children on stand-by, preferably at a location other than the Courthouse.

APPENDIX 3(A)

15th JUDICIAL DISTRICT COURT

VERSUS

DOCKET NO.: _____

PARISH, LOUISIANA

MANDATORY UCCJEA AFFIDAVIT FOR CHILD CUSTODY/VISITATION

I, (full name) _____, swear that the following statements are true:

Name, birth date and sex of each child who is involved in this court case only:

Name: _____	Date of Birth: _____	Male / Female
Name: _____	Date of Birth: _____	Male / Female
Name: _____	Date of Birth: _____	Male / Female
Name: _____	Date of Birth: _____	Male / Female
Name: _____	Date of Birth: _____	Male / Female

Where are the child(ren) living today? _____

(1) List all parishes/counties & states where the child(ren) have lived in the past five (5) years:

Parish/County:	State or Country:	When child(ren) lived there:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(2) List all persons other than you with whom the child(ren) have lived in the past five (5) years:

Name:	Address:	Relationship:
_____	_____	_____
_____	_____	_____
_____	_____	_____

(3) Have the child(ren) ever been the subject of any of the following kinds of cases? If yes, check below:

Divorce/Separation	_____	Juvenile Court	_____
Custody/Visitation	_____	Child Protection	_____
Child Support	_____	Abuse/Neglect	_____
Paternity	_____	Parental Rights Termination	_____
Protective Order	_____	Adoption	_____
Restraining Order	_____	Other	_____

(4) If you checked yes to # 3 above, answer the following:

A. Name of Child(ren): _____

B. Type of Proceeding (custody, visitation, paternity, OCS, protective order, etc.) _____

C. Court, Parish/County & State: _____ Docket No.: _____

D. Case is still open/on-going: _____ Case is not open/on-going: _____

(5) If you know of any person NOT a party to this proceeding who has physical custody or claims to have custody/visitation rights to a child(ren) listed above, please provide the following:

Name: _____

Address of Person: _____

I HEREBY ACKNOWLEDGE that I have a continuing duty to advise this Court of any proceeding concerning the child(ren) in this state or any other state which may affect the outcome of this proceeding. I further understand that if I knowingly swear or affirm falsely that the punishment may include fines and imprisonment.

Sworn to and Subscribed before me on this

_____ day of _____, 20____.

(Sign Your Name)

(Print Your Name)

(Your Address)

Notary Public

APPENDIX 3(B)

15TH JUDICIAL DISTRICT COURT

Plaintiff _____

Versus _____

DOCKET NO. _____

Defendant _____

PARISH, LOUISIANA

MANDATORY AFFIDAVIT FOR CHILD SUPPORT MATTERS

(Note: must be completed, signed, notarized and delivered to the Hearing Officer at least five (5) days prior to your Hearing Officer Conference)

BEFORE ME, the undersigned Notary Public, personally came and appeared the undersigned, who states that he/she is a party to the above captioned matter and that the following information is true and correct to the best of his/her information, knowledge and belief.

1. Your gross income as per La. R.S. 9:315, et.seq. \$ _____
2. Are you paying child support for other children? Yes/No
If yes, for each list:

<u>Parish where issued</u>	<u>Date of Judgment</u>	
_____	_____	Amount of Award \$ _____
_____	_____	Amount of Award \$ _____
_____	_____	Amount of Award \$ _____
4. Total monthly child care expenses, including annualized summer costs \$ _____
5. Amount of monthly health insurance premium for child(ren) only \$ _____
6. Monthly amount of recurring medical expenses not covered by insurance (i.e., allergy shots, asthma meds, ADD meds, etc., as per R.S. 9:315.5) \$ _____
7. Monthly amount of any extraordinary expenses (special or private school expenses or transportation cost as per R.S. 9:315.6) \$ _____
8. Monthly income of the child(ren) as per R.S. 9:315.7. \$ _____

SWORN TO AND SUBSCRIBED before me this _____
day of _____, 20 _____.

Signature of Party_____
Notary Public**ATTORNEY CERTIFICATION**

I hereby certify that I obtained the above information from my client and that based upon the representations and documentation provided to me by my client this information is believed to be accurate. This certification is made to the Court for use in determining child support.

Date of Conference_____
Signed By Attorney for Plaintiff/Defendant_____
Bar Number_____
Date of Certification_____
Address_____
Telephone Number

PLEASE NOTE: YOU MUST DELIVER THE FOLLOWING DOCUMENTS TO THE HEARING OFFICER AT LEAST FIVE (5) DAYS PRIOR TO YOUR CONFERENCE:

- (a) Your last two (2) years state and federal income tax returns, including all attachments, specifically all schedules, W-2 forms, 1099 forms and amendments.
- (b) Your four (4) most recent paycheck stubs. In the event no pay check stubs are available, other appropriate documentation shall be attached such as your employer's sworn statement.
- (c) Proof of health insurance such as insurance cards or policies and the cost of the health insurance on the child(ren) shall be attached.
- (d) Proof of day care costs, such as the day care fee schedule and canceled checks for at least four (4) months.
- (e) Certified copies of child support judgments from other courts.
- (f) A current Income and Expense Declaration Statement in compliance with Appendix 4 of the Local Court Rules is required if the parties' combined adjusted gross income exceeds the highest level specified in the schedules contained in R.S. 9:315.19 or if you are seeking a deviation.

PLEASE NOTE: If you are self-employed or employed by a closely held business entity in which you have an ownership interest, then ten (10) days prior to the Hearing Officer Conference you shall submit to the opposing party in accordance with La. R.S. 9:315.2 and/or 9:326, suitable documentation, which shall include but is not limited to the last three (3) personal and business state and federal income tax returns, including all attachments and all schedules, specifically Schedule K-1 and W-2 forms, 1099 forms, and amendments, the most recent profit and loss statements, balance sheets, financial statements and quarterly sales tax reports, and the previous twelve (12) months of personal and business bank account check registers, bank statements, canceled checks, receipts, expenses, and business credit card statements.

Plaintiff _____

Versus

DOCKET NO. _____

Defendant _____

PARISH, LOUISIANA**MANDATORY CHECKLIST FOR SPOUSAL SUPPORT MATTERS**

(Note: must be completed and signed for submission to the Hearing Officer and Court for the establishment or modification of spousal support)

I DECLARE that I am a party in the above captioned matter and certify that the following information is true and correct to the best of my information, knowledge and belief.

- | | | |
|----|--|--------|
| 1. | Attached is my current of Income & Expenses Declaration Statement signed by me and Notarized, and my attorney (if represented) and I have reviewed it together. | Yes/No |
| 2. | The claiming spouse and/or his/her counsel has listed thereon expenses attributable solely to the claiming spouse. | Yes/No |
| 3. | This is a request for Interim Periodic Spousal Support | Yes/No |
| 4. | This is a request for Final Periodic Spousal Support | Yes/No |
| 5. | Is a demand for final periodic spousal support pending? | Yes/No |
| 6. | If final periodic spousal support, has fault has been litigated?
(The issue of fault should be resolved BEFORE the Hearing Officer Conference to set final spousal support.) | Yes/No |
| 7. | Is the payor spouse presently paying any extraordinary community obligations or debts? | Yes/No |
| 8. | If so, list the debts, the amount presently paying, and the balance on the debts. | |
| | _____ \$ _____ \$ _____ | |
| | _____ \$ _____ \$ _____ | |
| | _____ \$ _____ \$ _____ | |
| | _____ \$ _____ \$ _____ | |
| | _____ \$ _____ \$ _____ | |

Date_____
PLAINTIFF/DEFENDANT

ATTORNEY CERTIFICATION

I hereby certify that I obtained the above information from my client and that based upon the representations and documentation provided to me by my client this information is believed to be accurate. This certification is made to the Court for use in determining spousal support.

Date of Conference

Signed By Attorney for Plaintiff/Defendant

Bar Number

Date of Certification

Address

Telephone Number

PLEASE NOTE: YOU MUST DELIVER THE FOLLOWING DOCUMENTS TO THE HEARING OFFICER AT LEAST FIVE (5) DAYS PRIOR TO YOUR CONFERENCE:

- (a) Your last two (2) years state and federal income tax returns, including all attachments, specifically all schedules, W-2 forms, 1099 forms and amendments.
- (b) Your four (4) most recent paycheck stubs. In the event no pay check stubs are available, other appropriate documentation shall be attached such as your employer's sworn statement.
- (c) Proof of health insurance such as insurance cards or policies and the cost of the health insurance on the parties shall be attached.
- (f) A current Income and Expense Declaration Statement in compliance with Appendix 4 of the Local Court Rules is required.

PLEASE NOTE: If you are self-employed or employed by a closely held business entity in which you have an ownership interest, then ten (10) days prior to the Hearing Officer Conference you shall submit to the opposing party in accordance with La. R.S. 9:315.2 and/or 9:326, suitable documentation, which shall include but is not limited to the last three (3) personal and business state and federal income tax returns, including all attachments and all schedules, specifically Schedule K-1 and W-2 forms, 1099 forms, and amendments, the most recent profit and loss statements, balance sheets, financial statements and quarterly sales tax reports, and the previous twelve (12) months of personal and business bank account check registers, bank statements, canceled checks, receipts, expenses, and business credit card statements.

APPENDIX 3(D)

15TH JUDICIAL DISTRICT COURT

Plaintiff _____

Versus _____

DOCKET NO. _____

Defendant _____

PARISH, LOUISIANA

**MANDATORY AFFIDAVIT FOR ARREARAGES
AND CONTEMPT FOR NONPAYMENT OF SUPPORT**

(Note: must be completed, signed, notarized and delivered to the Hearing Officer at the commencement of the Hearing Officer Conference)

BEFORE ME, the undersigned Notary Public, personally came and appeared the undersigned, who states that he/she is a party to the above captioned matter and that the following information is true and correct to the best of his/her information, knowledge and belief.

CURRENT OBLIGATION

- | | | | |
|----|--|-----------------|----------|
| 1. | Monthly obligation amount | Child support | \$ _____ |
| | | Spousal support | \$ _____ |
| 2. | Child Support or Spousal Support arrears on date contempt rule filed | | \$ _____ |
| 3. | Child Support or Spousal Support arrears as of date of Conference | | \$ _____ |

PRIOR ARREARAGES

- | | | |
|-----|--|----------|
| 4. | Have arrears previously been made executory? | Yes/No |
| 5. | If yes, date arrears were made executory? | _____ |
| 6. | If yes, state amount of arrears previously made executory.
If no, skip to #11. | \$ _____ |
| 7. | Was payor ordered to pay an additional amount toward the arrearages? If yes, how much per month? | \$ _____ |
| 8. | Are any of these arrears still due and owing to payee? | Yes/No |
| 9. | If yes, how much? | \$ _____ |
| 10. | Amount Payor has paid toward the arrears | \$ _____ |
| 11. | What proof does payee have to substantiate the fact that he/she has not been paid on the ongoing monthly obligation or arrears? _____
_____ | |
| 12. | What proof does payor have to substantiate the fact that he/she has paid toward his/her ongoing monthly obligation or arrears? _____
_____ | |

Signature of Party

Sworn to and Subscribed before me this _____ day of _____, 20_____.

Notary Public

ATTORNEY CERTIFICATION

I hereby certify that I obtained the above information from my client and that based upon the representations and documentation provided to me by my client this information is believed to be accurate. This certification is made to the Court for use in determining arrearages and contempt.

Date of Hearing Officer Conference

Signed by Attorney for Plaintiff/Defendant

Bar Number

Date of Certification

Address

Telephone #

Appendix 4

AFFIDAVIT

BEFORE ME, the undersigned authority, personally came and appeared the undersigned who, being by me first duly sworn, did depose and say that the following is a true and correct statement of affiant's monthly income and expenses:

INCOME AND EXPENSES ON A PER MONTH BASIS

A.	Total Gross Monthly Income			
B.	Itemized Payroll Deductions Federal Taxes State Taxes FICA Insurance Other deductions			
C.	Total Monthly Payroll Deductions			
D.	Total Net Monthly Income			
E.	MONTHLY EXPENSES:	Client	Child/ren	Total
	1. Housing			
	a. Mortgage/rent			
	b. Second Mortgage			
	c. Homeowners Insurance			
	d. Flood Insurance			
	e. Alarm			
	f. Furniture rental			
	g. Yard care			
	g. Maintenance			
	h. Pest control			
	h. Maid service			
	i. Carpet cleaning			
	2) Food &			

	Household Supplies			
	3) Clothing			
	4) Transportation/Automobile			
	a. Car note/lease			
	j. Maintenance			
	k. Gas & Oil			
	l. Repairs			
	m. Insurance			
	5. Medical and Dental			
	a. Insurance (hospitalization & Major Medical)			
	b. Prescriptions			
	c. Expenses not covered by insurance			
	d. Routine exams			
	b. Over the counter medications			
	e. Contacts			
	f. Counseling			
	g. Dental maintenance			
	c. Orthodontists			
	6. Utilities:			
	a. Water			
	b. Pool -			
	c. Electric -			
	d. Cable -			
	e. Natural Gas -			
	f. Household Phone -			
	g. Cellular Phone -			

	7. Laundry and cleaning			
	8. Personal and grooming (Cosmetics, haircuts, nails, etc.)			
	9. Education Expenses -			
	a. Tuition			
	b. Registration Fees			
	c. Transportation			
	d. School Lunches			
	e. Fees (gym, band, etc.)			
	f. Books & Supplies			
	g. Miscellaneous (field trips, etc.)			
	10. Garnishments			
	11. Child Support (For children other than those of this marriage)			
	12. Fixed Obligations			
	a. Car loan			
	h. Credit cards (min. balance)			
	(1)			
	(2)			
	(3)			
	(4)			
	(5)			
	i. Credit union (min. balance)			
	j. Department store balances:			
	1.			
	2.			
	3.			
	k. Live Insurance			

	l. Disability Insurance			
	m. Other Insurance (explain)			
	13. Entertainment/Holidays/Extra Curricular Activities			
	a. Birthdays			
	b. Holiday expenses (Christmas, Easter, Mardi Gras, Valentine's Day, etc.)			
	b. Gifts from children to others			
	c. Books, magazines, etc. subscriptions			
	d. Entertainment - (movies, videos, theme parks, Show Biz Pizza, Discovery Zone, fairs, Zoo, tickets to ice shows, circus, etc.)			
	e. Meals away from home			
	c. Holiday expenses (decorations, costumes, gifts for other children & teachers, etc.)			
	d. Dance lessons			
	e. Health club membership			
	f. Activity fees (baseball, soccer, swimming, summer camp, scouting, etc.)			
	g. Equipment & uniforms			
	h. Other (explain)			
	14. Miscellaneous (explain)			
	f. Charitable contribution			
	g. Professional dues			
	h. Vacations with child/ren			
	a. Pet expenses			
	1. Food			

	2. Vet/grooming			
	3. Boarding			
F.	TOTAL MONTHLY EXPENSES			

G.Affiant's Full Name:

Address:

Age:

(DOB)

S.S.No.:

Phone:

Current Marital Status:

List All Marriages/Children:

Name of Ex-Spouse

How Marriage
Dissolved

Name and Date of Birth
of children (if any)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

a) Affiant's Employer:

Address:

Telephone:

Length of Employment:

Is the business or corporation managed, controlled or owned by a relative? Yes or No

If yes give details:

Wages: _____ Weekly \$ _____ Monthly \$ _____

Are any of the following supplied to you by your employer?

Yes

No

Amount Per Month

Automobile	___	___	\$ _____
Fuel/Credit Card	___	___	\$ _____
Meal Allowance	___	___	\$ _____
Travel Allowance	___	___	\$ _____
Health/Life Ins.	___	___	\$ _____
Other	___	___	\$ _____

b) Previous Employer:

Address:

Telephone:

Length of Employment:

Was the business or corporation managed, controlled or owned by a relative? yes or no

If yes give details:

Wages: Weekly \$ _____ Monthly \$ _____

Were any of the following supplied to you by your previous employer?

	Yes	No	Amount Per Month
Automobile	___	___	\$ _____
Fuel/Credit Card	___	___	\$ _____
Meal Allowance	___	___	\$ _____
Travel Allowance	___	___	\$ _____
Health/Life Ins.	___	___	\$ _____

Other _____ \$ _____

c) If remarried, Current Spouse:

Name & Address of Current Spouse's Employer:

Current Spouse's earnings: Weekly \$ _____ Monthly \$ _____

d) Are you buying a home? Yes _____ No _____

Address:

Value of home:

Balance owed:

If you are not buying a home give the address where you are living:

Amount of rent, if any:

e) Do you own or have any interest in any other real estate? Yes _____ No _____

If yes, state the nature of the property and its value:

f) Do you own or have an interest in any of the following:

	Yes	No	Value
i) Automobile	_____	_____	\$ _____
ii) Mobile home	_____	_____	\$ _____
iii) Boat	_____	_____	\$ _____
iv) Livestock	_____	_____	\$ _____
v) Machinery	_____	_____	\$ _____
vi) Stocks & bonds	_____	_____	\$ _____
vii) Checking Acct.	_____	_____	\$ _____
viii) Savings Acct.	_____	_____	\$ _____

ix) Certificate of _____ \$ _____
Deposit

g) Do you have any income or asset which is not shown above? Yes _____ No _____
If yes, explain fully:

h) Are you aware that it is a crime for you to intentionally give a false answer to any of the above
(R.S. 14:123)? Yes _____ No _____

i) Have you attached copies of your two (2) most recent U.S. Income Tax Returns as ordered by
the Court? Yes _____ No _____

If no, explain:

SWORN TO AND SUBSCRIBED before me, this _____ day of _____ 2000,
at Lafayette, Louisiana.

NOTARY PUBLIC

Appendix 5

VERSUS

FIFTEENTH JUDICIAL DISTRICT

DOCKET NO. _____ - _____

_____ PARISH, LOUISIANA

ORDER OF MEDIATION

THIS MATTER came before the Hearing Officer on the ____ day of _____, _____. Plaintiff, _____, is represented by _____ (or is not represented); Defendant, _____, is represented by _____ (or is not represented). The minor child(ren) and date(s) of birth are as follows:

_____.

THE COURT, upon considering the pleadings, the law, [and] the presentation made by the parties or their counsel of record:

IT IS HEREBY ORDERED that _____, a mediator qualified in accordance with LSA RS 9:334 and a Practicing Member of the Family Mediation Council of Louisiana, is hereby appointed to mediate the custody/visitation (circle one or both) of the minor child[ren] at issue in this proceeding, pursuant to LSA RS 9:332 and Rule ____ of the Local Rules of the Fifteenth Judicial District Court;

IT IS FURTHER ORDERED that the mediator shall render a report to the Court which indicates whether the parties were able to reach a mediated agreement or not, and shall forward said report to the Court not later than ____ days following the final mediation session, or not less than ____ days after which the mediator is advised by the parties or reasonably believes that a mediated agreement will not be possible;

IT IS FURTHER ORDERED, in the event the parties are able to reach a mediated agreement, the mediator shall prepare and forward a *Memorandum of Understanding* to the parties and their counsel, which summarizes all of the areas of agreement reached in the mediation;

IT IS FURTHER ORDERED that Plaintiff, _____, and Defendant, _____, submit to and cooperate in the mediation, and that the parties shall negotiate in good faith, and shall provide the mediator with any information or documentation which the mediator requires to assist the parties in mediating a fair and equitable agreement, other than information which is privileged under the attorney-client privilege;

IT IS FURTHER ORDERED that Plaintiff, _____, and Defendant, _____, shall contact the mediator at the telephone number attached hereto as soon as possible, but in no event later than three (3) days following the execution and filing of this *Order*, to coordinate the scheduling of a mediation session or mediation sessions;

IT IS FURTHER ORDERED that the Clerk of Court shall send a certified copy of this *Order* to the mediator, by certified mail, return receipt requested, at the address indicated below, and that the Hearing Officer shall notify the mediator of his or her appointment not later than _____ after making the appointment;

IT IS FURTHER ORDERED that costs of mediation evaluation shall be paid by the parties, in equal portions, at the time of each mediation session.

SIGNED AT _____, Louisiana, this _____ day of _____, 199____.

HEARING OFFICER, 15TH JDC

Plaintiff/Counsel for Plaintiff

Defendant/Counsel for Defendant

Presiding Judge:

Mediator:

Name: _____

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Phone: _____

Facsimile: _____

Facsimile: _____

Plaintiff/_____ -in-Rule:

Defendant/_____ -in-Rule:

Name: _____

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Facsimile: _____

Facsimile: _____

Counsel for Plaintiff/_____ -in-Rule

Counsel for Defendant/_____ -in-Rule:

Name: _____

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Facsimile: _____

Facsimile: _____

NOTICE: YOU HAVE THREE (3) COURT DAYS WITHIN WHICH TO FILE ANY OBJECTION TO THIS ORDER OF MEDIATION.

Appendix 6

FIFTEENTH JUDICIAL DISTRICT

VERSUS

DOCKET NO. _____ - _____

_____ PARISH, LOUISIANA

**ACCEPTANCE OF APPOINTMENT
AND INITIAL DISCLOSURE BY MEDIATOR**

I, _____, have been appointed by the Court to mediate a custody/visitation (circle one) dispute in this matter. I understand and accept that the parties and the Court must have complete confidence in my impartiality. Therefore, I disclose herein any past or present relationship with the parties or their counsel, direct or indirect, whether financial, professional, social or of any other kind. If any relationship arises during the course of the mediation, I will also disclose that. In the event of any doubt regarding whether I should disclose, I will disclose. If I am aware of any such relationship, I am so indicating below:

- ☐ **I HAVE NOTHING TO DISCLOSE.**
- ☐ **I HEREBY DISCLOSE THE FOLLOWING:**

Dated this _____ day of _____, _____, at _____, Louisiana.

Mediator

NOTICE TO MEDIATOR: Please execute and file into the court record.

Appendix 7

FIFTEENTH JUDICIAL DISTRICT

VERSUS

DOCKET NO. _____ - _____

PARISH, LOUISIANA

FINAL REPORT OF MEDIATOR TO THE COURT

TO: The Honorable _____
Judge, 15th JDC Family Court

Lafayette, Louisiana 70501

The above-captioned domestic relations case has been referred by the Court for mediation on the issues of custody and visitation. The mediation process has been completed as follows:

- ☐ Mediation was successful: Copies of *Memorandum of Understanding* covering all issues mediated have been provided to all parties and their respective counsel.
- ☐ Mediation was partially successful: Copies of *Memorandum of Understanding* covering those issues on which agreement was reached have been provided to all parties and their respective counsel.
- ☐ A temporary agreement has been reached.
- ☐ No agreement was reached.
- ☐ One or both parties failed to appear for mediation. Party who failed to appear: ☐
Father ☐ Mother ☐ Both
- ☐ The case was not appropriate for mediation.

RESPECTFULLY SUBMITTED:

Mediator's Signature

Address

City, State, Zip

Telephone Facsimile

Date of Report

FIFTEENTH JUDICIAL DISTRICT

VERSUS

DOCKET NO. _____-_____

____PARISH, LOUISIANA

ORDER FOR MENTAL HEALTH EVALUATION

THIS MATTER came before the Hearing Officer on the ____ day of _____, _____.
Plaintiff, _____, is represented by _____ (or is not represented); Defendant, _____, is
represented by _____ (or is not represented). The minor child(ren) and date(s) of birth are as
follows: _____

THE COURT, upon considering the pleadings, the law, [and] the presentation made by the parties or their counsel of record:

IT IS HEREBY ORDERED that _____, a mental health professional, is hereby appointed to conduct: ☐ Consultation for the following:

- ☐ Co-parenting
☐ Communication/Conflict Resolution
☐ Parenting Skills
☐ Child Development
☐ Reconciliation
☐ Anger Management
☐ Domestic Violence
☐ Sexual Abuse
☐ Substance Abuse
☐ Mental Health Issues
☐ ADD/ADHD
☐ Visitation
☐ Educational Assessment
☐ Other:

- ☐ Mini-Evaluation (Evaluation without psychological testing)
- ☐ Full Scale Evaluation (Evaluation with psychological testing)

of the parties and the minor child(ren) at issue in this proceeding, pursuant to LSA R.S. 9:331 and Rule 39.0(4) of the Local Rules of the Fifteenth Judicial District Court, and shall, to the extent necessary, consider the factors listed in Article 134 of the Louisiana Civil Code, and said professional shall render a written report, if a Full Scale Evaluation is ordered or if determined necessary when any other such mental health services are provided, within a reasonable time following the conclusion of the consultation/evaluation process, and shall provide a copy of same to the Court, all counsel, and any unrepresented party or parties as soon as possible after said report is completed, at the addresses attached hereto.

IT IS FURTHER ORDERED that the mental health service being ordered herein is for the purpose of assisting the Court in determining the following issue involving the minor child(ren) in this case: custody/visitation (circle one or both).

IT IS FURTHER ORDERED that Plaintiff, _____, and Defendant, _____, and the minor child(ren) at issue in this proceeding, submit to and cooperate in the evaluation, testing, or interview by the mental health professional, and that the parties shall sign any releases requested by the mental health professional to facilitate the mental health professional's ability to gather information which is not privileged under the attorney-client privilege which he or she reasonably believes to be necessary for a thorough evaluation.

IT IS FURTHER ORDERED that Plaintiff, _____ and Defendant, _____, shall contact the mental health professional at the telephone number attached hereto as soon as possible, but in no event later than seven (7) days following the execution and filing of this Order, to coordinate the scheduling of evaluation, testing, or interview of the parties and minor child(ren);

IT IS FURTHER ORDERED that, in the event the mental health professional determines that it is advisable to include individuals other than the minor child(ren) and the parents in the consultation/evaluation process, s/he shall notify the Court and attorneys of said conclusion and shall request authorization to include specific individuals in the evaluation process;

IT IS FURTHER ORDERED that the Clerk of Court shall send a certified copy of this Order to the mental health professional, by certified mail, return receipt requested, at the address indicated below, simultaneously with the mailing of Notice to the counsel of record or unrepresented parties, and that the certified copy of this Order which is sent to any unrepresented party shall be sent by certified mail, return receipt requested;

IT IS FURTHER ORDERED that costs of evaluation shall be allocated between the parties by the Court at the appropriate time, but that advance costs for the consultation/evaluation process shall be paid to the mental health professional as follows: _____

_____.

SIGNED AT _____, Louisiana, this _____ day of _____, 20____.

HEARING OFFICER / JUDGE, 15TH JDC

See Case Referral Form attached hereto and made a part hereof

Plaintiff/Counsel for Plaintiff

Defendant/Counsel for Defendant

Presiding Judge:

Mental Health Professional:

Name: _____

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

Phone: _____

Facsimile: _____

Plaintiff/ _____ -in-Rule:

Name: _____

Address: _____

City/State/Zip: _____

Facsimile: _____

Counsel for Plaintiff/ _____ -in-Rule

Name: _____

Address: _____

City/State/Zip: _____

Facsimile: _____

City/State/Zip: _____

Phone: _____

Facsimile: _____

Defendant/ _____ -in-Rule:

Name: _____

Address: _____

City/State/Zip: _____

Facsimile: _____

Counsel for Defendant/ _____ -in-Rule:

Name: _____

Address: _____

City/State/Zip: _____

Facsimile: _____

Appendix 9

SHORT FORM CHILD CUSTODY/VISITATION EVALUATION REPORT

(The examples in this form are for illustrative purposes and are not designed to limit findings and opinions of the mental health professional)

To: Court and All Attorneys of Record

- 1) This examiner has had the following contacts with the parties and the children in this matter and has administered the following tests:

Party 1 - Name _____; Relationship to child _____

_____ individual session(s)

_____ joint session(s) with _____

Other type contact: _____

Types of Test(s) Administered:

Test 1 _____; valid profile: Y or N (circle one)

Test 2 _____; valid profile: Y or N

Test 3 _____; valid profile: Y or N

Party 2 - Name _____; Relationship to child _____

_____ individual session(s)

_____ joint sessions with _____

Other type contact: _____

Types of Test(s) Administered:

Test 1 _____; valid profile: Y or N (circle one)

Test 2 _____; valid profile: Y or N

Test 3 _____; valid profile: Y or N

Child 1 - Name _____

_____ individual session(s)

_____ joint sessions with _____

Other type contact: _____

Types of Test(s) Administered:

Test 1 _____; valid profile: Y or N (circle one)

Test 2 _____; valid profile: Y or N

Test 3 _____; valid profile: Y or N

Child 2 - Name _____

_____ individual session(s)

_____ joint sessions with _____

Other type contact: _____

Types of Test(s) Administered:

Test 1 _____; valid profile: Y or N (circle one)

Test 2 _____; valid profile: Y or N

Test 3 _____; valid profile: Y or N

2) Other sources of information:

I have reviewed the following documents (example: report cards, medical records):

I have spoken to the following persons concerning the subjects detailed below:

Name: _____ Subject Matter: _____

Name: _____ Subject Matter: _____

I have been unable to obtain the following information that would be relevant to the issues in this matter: _____

3) Identify any specific facts or state any specific opinions regarding the parties or the children that may impact the issues before the court.

Party 1: Functioning: _____

Facts: _____

Party 2: Functioning: _____

Facts: _____

Child 1: Functioning: _____

Facts: _____

Child 2: Functioning: _____

Facts: _____

4) Specific recommendations, if any, in light of the opinions or facts set forth in 3.

A. _____

B. _____

C. _____

D. _____

Signed: _____ Date: _____

15TH JUDICIAL DISTRICT COURT

Plaintiff

Versus

DOCKET NO. _____

Defendant

PARISH, LOUISIANA

MANDATORY CHECKLIST FOR COMMUNITY PROPERTY MATTERS

(Note: Must be completed by attorney of record and hand-delivered to the Hearing Officer at the beginning of the Hearing Officer Conference)

I DECLARE that I am counsel of record in this matter and I certify the following:

1. Counsel of record have had the joint meeting as required by the Local Court Rules

Yes/No
2. The parties and/or their counsel have prepared a combined Detailed Descriptive List as required by the Local Court Rules.

Yes/No

If the answer to either of the above questions is No, please re-schedule your Hearing Officer Conference and/or Trial until these matters have been accomplished.

4. Is there an agreement regarding the partition of the movable community items?

Yes/No

5. If not, what items remain in dispute?

6. What issues are still outstanding?

7. Is your client is an employee participant in a benefit plan in which the community possesses an interest?

Yes/No

If yes, have you obtained all available forms and other necessary information from the plan administrator for submission to the Court and to opposing counsel, or the opposing party if unrepresented, so that a Qualified Domestic Relations Order (QDRO) can be prepared as directed by the Court?

Yes/No

ATTORNEY CERTIFICATION

I hereby certify that the above is true and correct to the best of my knowledge information and belief and that I have consulted with my client in the preparation hereof. This certification is made to the Court for use in partitioning the community of acquets and gains.

Date of Conference

Signed By Attorney for Plaintiff/Defendant

Bar Number

Date of Certification

Address

Telephone Number

Appendix 11

VERSUS

FIFTEENTH JUDICIAL DISTRICT
DOCKET NO. _____ - _____

PARISH, LOUISIANA

OBJECTION TO HEARING OFFICER'S RECOMMENDATIONS AND MOTION AND ORDER TO FIX FOR HEARING

NOW INTO COURT, through undersigned counsel comes, _____, mover herein, who respectfully represents:

1.

A Hearing Officer Conference was had before Hearing Officer _____, on the _____ day of _____, 200__.

2.

The Hearing Officer issued recommendations on the _____ day of _____, 200__, and set the deadline to object to the recommendations for the _____ day of _____, 200__.

3.

Mover objects to the recommendations rendered by the Hearing Officer to resolve the incidental matters pending in the above captioned and numbered proceeding.

4.

Mover respectfully requests that the incidental matters objected to above be fixed for hearing in due course and in accordance with law if not previously fixed by order of the Court.

Accordingly, IT IS ORDERED that the pending incidental matters, if not previously fixed, be and they are hereby fixed for hearing on the ____ day of _____, 200__, at ____:____ o'clock ____ M.

SIGNED at _____, Louisiana, this _____ day of _____, 200__.

DISTRICT JUDGE

MOTION BY:

ATTORNEY or PRO SE PARTY

Address

Telephone Number

CERTIFICATE

I do hereby certify that a copy of the foregoing has been mailed on this ____ day of _____, 200__, to all other counsel of record, properly addressed and postage prepaid.

Attorney or Pro Se Party

Appendix 12

Plaintiff

Versus

Defendant

FIFTEENTH JUDICIAL DISTRICT COURT

DOCKET NO.

PARISH, LOUISIANA

LOUISIANA CIVIL CODE ARTICLE 103(1) DIVORCE
Default Confirmation Under Code of Civil Procedure Article 1702 E Form
(Note: Must be completed by mover's attorney and accompany filing of the Judgment of Divorce)

1. Are there minor children of the marriage?

Yes / No

2. Date of Physical Separation:

Date

3. Date Petition for Divorce was filed:

Date

4. Is the Petition for Divorce in the Record?

Yes

5. Date Petition was served on the Defendant:

Date

6. Is the Sheriff's return in the record showing service?

Yes

Circle one: Personal / Domiciliary

If Domiciliary, person served:

7. Alternatively, Date Waiver of Service was signed:

Date

and Date filed in the record:

Date

8. Date preliminary default entered:

Date

Circle one: By Court Minutes / by Written Motion

9. Has the defendant made an appearance in this case?

Yes/No

a) If yes, was notice of the preliminary default sent to the defendant pursuant to C.C.P. Art. 1702A (attach certified mail receipt)?

Yes

b) Or, did defendant waive service under C.C.P. Art. 1702A?

Yes

10. Does the Affidavit of plaintiff specifically testify to facts sufficient to obtain a divorce?

Yes

11. Is the Affidavit of plaintiff filed in the record?

Yes

12. Is the Affidavit signed after the preliminary default entered?

Yes

I hereby certify that I have examined the record in the above captioned case and the information is accurate. This certification is made to the court for use in the determination of eligibility for divorce in accordance with the provisions of CC Art. 103(1) and CCP Art. 1702E.

Date of Record Examination

Signed By Attorney for Plaintiff

Bar Number

Telephone Number

Date of Certification

Address

Fax Number

Appendix 13

FIFTEENTH JUDICIAL DISTRICT COURT

Plaintiff

Versus

DOCKET NO. _____

Defendant

PARISH, LOUISIANA

LOUISIANA CIVIL CODE ARTICLE 103(1) DIVORCE Uncontested Divorce Under Code of Civil Procedure Article 969B

(Note: Must be completed by at least one attorney of record and accompany filing of the Judgment of Divorce)

1. Are there minor children of the marriage? Yes / No
2. Date of Physical Separation: _____ Date
3. Date Petition for Divorce was filed: _____ Date
4. Date Answer was filed: _____ Date
5. Are all parties represented by counsel? _____ Yes
6. Is Sworn Affidavit containing a joint stipulation of fact and request for judgment signed by both parties and filed in the record? _____ Yes
7. Was the Sworn Affidavit filed after the Answer was filed? _____ Yes
8. Is proposed Judgment with certification that both counsel and each party agree to the terms thereof signed by both attorneys and filed in the record? _____ Yes

I hereby certify that I have examined the record in the above captioned case and the information is accurate. This certification is made to the court for use in the determination of eligibility for divorce in accordance with the provisions of La. CC Art. 103(1) and La. CCP Art. 969B.

Date of Record Examination

Signed By Attorney of Record

Bar Number

Telephone Number

Date of Certification

Address

Fax Number

NOTE: If an attorney for absent defendant has been appointed, this procedure cannot be used. Petitioner and appointed attorney must testify in court.

Appendix 14

FIFTEENTH JUDICIAL DISTRICT COURT

Plaintiff

Versus

DOCKET NO. _____

Defendant

PARISH, LOUISIANA

LOUISIANA CIVIL CODE ARTICLE 102 DIVORCE FORM

(Note: Must be completed by mover's attorney and filed in open court on the date RULE is fixed for hearing)

A. The Petition - CCP Art. 3951

- | | Yes / No |
|--|------------|
| 1. Are there minor children of the marriage | _____ Date |
| 2. Date the Petition was filed: | _____ Yes |
| 3. Is the Petition in the record? | _____ Yes |
| 4. Is the proper jurisdiction expressly alleged in the Petition? | _____ Yes |
| 5. Is the proper venue expressly alleged in the Petition? | _____ Yes |
| 6. Is the Petition verified by the Petitioner? | _____ Yes |
| 7. Date the Petition was served on the Defendant: | _____ Date |
| 8. Is the Sheriff's return in the record showing service? | _____ Yes |
| 9. Alternatively, is the waiver of service of the Petition signed after the
Petition was filed and in the record? | _____ Yes |

B. Rule to Show Cause - CCP Art. 3952

- | | |
|---|------------|
| 10. Date the parties physically separated: | _____ Date |
| 11. Date the Rule was filed? | _____ Date |
| 12. Is the Rule in record? | _____ Yes |
| 13. Does the Rule allege: | |
| (a) proper service of the Petition or waiver of service of the Petition? | _____ Yes |
| (b) that 180 / 365 (circle one) days or more have elapsed since service
or execution of a written waiver of service of the Petition? | _____ Yes |
| (c) that the parties have lived separate and apart continuously for the
180 / 365 (circle one) days previous to filing of the Rule? | |
| _____ Yes | |
| 14. Is the Rule verified by the affidavit of the Petitioner? | _____ Yes |
| 15. Was the Rule filed within 2 years of service of the Petition? | _____ Yes |
| 16. Is the sheriff's return of service of the Rule in the record? | _____ Yes |
| 17. Alternatively, is the waiver of service of the Rule signed after the
rule was filed and in the record? | _____ Yes |

C. AFFIDAVIT OF MOVER - CCP ART. 3956(5)

18. Does the record contain the Affidavit of the mover executed after

the rule was filed and specifically states that:

(a) the parties have lived separate and apart continuously for at least 180 / 365 (circle one) days prior to filing of the Rule?

_____ Yes

(b) the parties are living separate and apart at the time of execution of the Affidavit?

_____ Yes

19. Was the Affidavit executed After the Rule was filed?

_____ Yes

I hereby certify that I have examined the record in the above captioned case and the information is accurate. This certification is made to the court for use in the determination of eligibility for divorce in accordance with the provisions of La. CC Art. 102 and La. CCP Art. 3951 et seq.

Date of Record Examination

Signed By (Attorney for Mover)

Bar Number

Telephone Number

Date of Certification

Address

Fax Number

Appendix 15

15TH JUDICIAL DISTRICT COURT

VERSUS

DOCKET NUMBER:

LOUISIANA

PARISH,

JOINT CUSTODY PLAN

NOW INTO COURT, through undersigned counsel, comes FATHER and MOTHER who stipulate to joint custody of the minor child(ren) born of the marriage, _____, born on _____, in accordance with Louisiana Civil Code Article 131, and La. R.S. 9:335., et seq, which said joint custody plan is hereinafter set forth.

A. PHYSICAL CUSTODY

FATHER and MOTHER shall enjoy joint custody of the minor child, with _____ being named the domiciliary parent of said child.

FATHER/MOTHER, shall have the physical custody and control of the minor child as follows:

During the summer school vacation with the exception of the week before school, FATHER and MOTHER shall each be entitled to the physical custody and control of the minor child as follows:

The domiciliary parent shall have the physical custody and control of the minor child at all times when the other parent does not have the physical custody and control of said child.

The parties shall alternate the physical custody and control of the minor child for the following holiday periods:

Notwithstanding the foregoing, the child shall spend every Mother's Day with her MOTHER from 9:00 A.M. until 6:00 P.M. on said day, and shall spend every Father's Day with FATHER from 9:00 A.M. until 6:00 P.M. on said day.

In the event a holiday consists of a Monday, such as Martin Luther King Day, Memorial Day, Independence Day, Labor Day, etc., the parent having custody and control of the minor child for the weekend immediately preceding the holiday, shall also have custody and control of the child through the holiday, and if the child is to be returned to the custody and control other parent, it shall be at the usual time and location.

It is specifically understood and agreed that the summer vacation, holiday and mother's day/father's day custodial periods shall supersede the regular custodial periods of the parties set forth above.

In exercising said Joint Custody, each parent is responsible for picking up the minor children at the commencement of his or her custodial period.

Either party may have physical custody and control of the minor children at such other times as are mutually agreed upon by both parties. Each parent is to maintain sufficient flexibility to allow for variations made necessary by the ebb and flow of social, educational and recreational life.

Each parent shall transfer to the other sufficient wardrobe for the children considering the season.

B. OUT OF STATE /OUT OF TOWN TRAVEL

Either party may travel out of Lafayette Parish, Louisiana, with the minor child. However, the parent traveling out of the Parish shall notify the other parent at least forty-eight (48) hours in advance

if the parent and the minor child will be away from his or her residence with the minor child overnight. The party traveling with the minor child shall notify the other parent of the destination of the travel, the name and location where the parent and minor child will be lodging and a telephone number where the parent and/or minor child can be reached.

In the event either parent will be away from their regular place of residence overnight while the minor child is in the custody and control of said parent, said parent shall offer the other parent the right to baby-sit should the occasion arise. In the event the other parent not enjoying the physical custody and control of the minor child cannot baby-sit, the parent with custody and control shall arrange for an appropriate baby-sitter. In such event, the other parent shall be advised in advance of the location of the child and a telephone number where the child can be reached.

C. RIGHT OF ACCESS AND INFORMATION

When one party is exercising physical custody and control of the minor child, the other party shall have the right of access by telephone during reasonable hours and the right to visit with the child with reasonable notice and with the consent of the party exercising physical custody and control.

The parties are to communicate concerning all factors affecting the health, education and welfare of the child. Cost of long distance communication shall be borne by the party initiating the same.

The child shall have complete and full access to communication with each parent. No communication shall be intercepted, censored, or monitored. Both parties shall not restrict the right of the other party without physical custody to reasonable telephone access and communication with the child during reasonable hours.

All information regarding school, report cards, conferences, trips, functions, meetings, etc. will be furnished to the other parent as either one of them receives such information.

All medical and other information regarding the child's health and welfare will be furnished to the other parent as either parent receives the same.

The above types of information must be exchanged by the parents and discussed accordingly. The parents shall not communicate through the child, or third parties, or use the child because they refuse to communicate.

Either party shall be entitled to immediate access from third parties of records and information pertaining to the minor child, without permission from the other, including, but not limited to, medical, dental, health, and school, psychological and educational records.

Each of the parties shall keep the other party currently advised of their residence and business address and telephone numbers.

Each parent must not ignore the authority and input of the other by the failure to communicate or use the child to inform each other of decisions on important matters.

D. MEDICAL AND DENTAL TREATMENT

When the minor child is in the physical custody and control of one of the parties, said party shall have the right to seek emergency medical and dental care and treatment of the minor child without the consent of the other party. When the medical and dental care and treatment of the child is of a non-emergency nature, both parties shall mutually agree as to the medical treatment to be sought and the health care provider to be utilized in the event the minor child is seeing a medical and/or dental health care provider other than her regular doctor or dentist. In the event the parties do not agree to the medical and dental care and treatment of the child that is of a non-emergency nature, then the recommendations of the treating medical and/or dental health care provider shall control. If a party does not agree with the recommendations of the treating medical and/or dental health care provider, said party may only prevent the medical or dental care and treatment by filing a Rule to Show Cause

with the Court. Each party shall have the right to obtain a second opinion for any medical and dental care and treatment of the minor child, which shall be at the sole cost of the party seeking the second opinion, unless the second opinion is sought by mutual agreement of the parties.

E. SCHOOLING AND EXTRACURRICULAR ACTIVITIES

The minor child shall attend _____ School unless another school is mutually agreed upon by both parties.

All extracurricular activities of the minor children that will impact the custodial period of the other party shall be by mutual agreement. Each of the parties shall maintain the extracurricular activities of the minor child while in his or her physical custody and control.

F. CHANGE OF RESIDENCE OF PARENT

The domicile of the minor child shall remain in Lafayette Parish, Louisiana.

Any relocation of the minor child's residence shall be in accordance with La. R.S. 9:355.1 et seq.

G. REMARRIAGE

Should either party remarry, it shall not, in and of itself, be considered a change in circumstances sufficient to seek a modification of this Joint Custody Plan.

H. TRANSPORTATION

Each parent is responsible for transportation of the child while in residence.

I. PLAN MODIFICATION

The parties are encouraged to mediate any changes desired under this Joint Custody Plan. If, however, the parties cannot agree on a mediator, or should they agree upon a mediator and be unable to resolve their differences, both parties reserve the right to seek a judicial determination as to the same.

J. TUTORSHIP

The parent shall enjoy the natural co-tutorship of the child in accordance with Articles 250 and 258 of the Louisiana Civil Code, except as limited herein.

K. PROPERTY OF THE CHILD

The parents shall have administration of the property of the child provided by Article 4262 of the Louisiana Code of Civil Procedure.

L. ACUTE ILLNESS

In the event of serious acute illness, each parent shall afford reasonable visitation to the other upon request.

M. PROHIBITIONS

Neither party shall attempt, nor condone any attempt, directly or indirectly, by any artifice or subterfuge whatsoever, to estrange the child from the other party, or to injure or impair the mutual love and affection of the child and the other parent. At all times the parties shall encourage and foster in the child a sincere respect and affection for both parents, and shall not hamper the natural development of the child's love and respect of the other parent.

Neither party shall use any type of illegal or mind altering drugs, or drink alcoholic beverages in violation of the law when the minor child is in their physical custody.

RESPECTFULLY SUBMITTED, this _____ day of _____, 2000.

APPENDIX 16

Plaintiff

FIFTEENTH JUDICIAL DISTRICT COURT

VERSUS

DOCKET NO. _____

Defendant

PARISH, LOUISIANA

HEARING OFFICER RECOMMENDATION FOR DIVORCE MATTERS

Considering the record in this case, the submissions of counsel and/or the testimony of the witnesses, it being the finding of the Hearing Officer that all legal requirements for granting of a divorce under C.C. Art. 102 / 103 (circle one) have been met.

IT IS HEREBY recommended that the attached Judgment of Divorce be made the order of this court, no objection having been made by either party.

SIGNED this _____ day of _____, 200____.

HEARING OFFICER

APPENDIX 17

FIFTEENTH JUDICIAL DISTRICT COURT

Plaintiff

VERSUS

DOCKET NO. _____

Defendant

PARISH OF LAFAYETTE, LOUISIANA

HEARING OFFICER RECOMMENDATION FOR DOMESTIC ABUSE MATTERS

This is to certify that this matter came before the court on the _____ day of _____, 20 ____.

After considering the law and evidence filed herein and the Hearing Officer having found that the allegations of fact of the Petitioner support the relief granted below, it is recommended that the relief contained in _____ be:

(initial) Granted as set forth in the attached Protective Order.

(initial) Granted as set forth in the attached order to modify/dissolve
(circle one)

(initial) Granted as set forth in the Court approved Consent Agreement and judgment of dismissal of the temporary restraining order.

(initial) Found to be/not to be in contempt: _____
(circle one)

(initial) Dismissed without objection: _____

(initial) Reset for hearing on _____ and extend the Temporary Restraining Order until the close of said hearing.

(initial) Oral recommendation made but objected to.

(initial) Other: _____

Signed this _____ day of _____, 20 ____, at _____,
Louisiana.

Hearing Officer

APPENDIX 18

WIFE

15th JUDICIAL DISTRICT COURT

VERSUS

DOCKET NO. _____

HUSBAND

_____ PARISH, LOUISIANA

COMBINED DETAILED DESCRIPTIVE LISTS

I. ASSETS

A. COMMUNITY ASSETS IN THE POSSESSION OF HUSBAND:

ITEM OF PROPERTY	HUSBAND FMV	WIFE FMV	NATURE OF DISPUTE
1.	\$	\$	
2.	\$	\$	
3.	\$	\$	
4.	\$	\$	
5.	\$	\$	

TOTALS

B. COMMUNITY ASSETS IN THE POSSESSION OF WIFE:

1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$

TOTALS

II. COMMUNITY DEBTS AND OBLIGATIONS:

1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$

5.	\$	\$
----	----	----

TOTALS

III. REIMBURSEMENT CLAIMS:

A. REIMBURSEMENT CLAIMS OF HUSBAND:

**REIMBURSEMENT
OF ONE-HALF**

1.	\$	\$
----	----	----

2.	\$	\$
----	----	----

3.	\$	\$
----	----	----

4.	\$	\$
----	----	----

5.	\$	\$
----	----	----

TOTALS

B. REIMBURSEMENT CLAIMS OF WIFE:

1.	\$	\$
----	----	----

2.	\$	\$
----	----	----

3.	\$	\$
----	----	----

4.	\$	\$
----	----	----

5.	\$	\$
----	----	----

IV. SEPARATE PROPERTY CLAIMS:

PROPERTY CLAIMED TO BE THE SEPARATE PROPERTY OF HUSBAND:

1.

2.

3.

4.

5.

PROPERTY CLAIMED TO BE THE SEPARATE PROPERTY OF WIFE:

- 1.
- 2.
- 3.
- 4.
- 5.