

RULES FOR LOUISIANA DISTRICT COURTS
TITLES I, II, III, IV, V, and VI
Twenty-First Judicial District Court
Parishes of Livingston, St. Helena and Tangipahoa

Title - I	Chapter Title - Dates of Court
Chapter - 2	Current holiday information and specific court schedules may be accessed via the “Court Calendar” link at www.21stjdc.org .
Rule - 2.0	
Appendix - 2.0	
Local Holidays in Addition to Legal Holidays Listed in La. R.S. 1:55 See 2004 Amendment to La. R.S. 1:55(E)(1)(b) which, by reference to La. R.S. 1:55(B)(1)(a), adds Mardi Gras Day and General Election Day as legal holidays.	
Amended effective November 30, 2011.	

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	MAIN DIVISIONS OF COURT
Rule - 3.1	The Twenty–First Judicial District Court is comprised of nine divisions of court. Divisions “A” through “H” are courts exercising original jurisdiction and are authorized to hear matters of any nature. Division “I” is a court of limited jurisdiction and hears all juvenile matters and other matters authorized by law. All nine of the judges participate and vote when the court sits en banc, and all matters affecting the court as a whole are decided by en banc decision, including matters involving the juvenile division (including budget and scheduling matters), the hearing officer(s), and any other administrative affairs involving the court. The court is also assisted by one or more hearing officers, whose duties are prescribed by law and assigned by the court sitting en banc. All judicial matters are heard throughout the district in accordance with the official Court Calendar that is adopted each year on or before October 1st.
Appendix - 3.1	
Divisions or Sections of Court	
Amended effective January 9, 2019.	

DRUG COURTS

Drug courts are assigned in Livingston Parish and Tangipahoa Parish by en banc order of the court and presided over by volunteer judges on a seniority system. The election to serve as drug court judge is made on an annual basis at the last regular en banc meeting of the court each year. Any judge sitting on the court may act as a temporary substitute for the assigned drug court judge at the request of said judge or the judicial administrator in the event of conflicts, absence, or emergencies. Drug probationers from St. Helena Parish are assigned primarily to the Tangipahoa Parish Drug Court. Drug court schedules, court procedures, and protocols are set by the presiding drug court judges and are not listed on the official Court Calendar. Criminal probationers who meet the statutory criteria for entry into drug court and are accepted by the drug court are maintained as probationers by the referring division of court and such cases are not reallocated to the drug court division.

JUVENILE AND JUVENILE DRUG COURT

Juvenile court and juvenile drug court are operated by the juvenile judge and are conducted in accordance with procedures and rules adopted pursuant to Title V of the Louisiana District Court Rules or administrative rules established in accordance with District Court Rule 1.0. Local Rules governing the juvenile court must be approved by the court sitting en banc.

POLICY CONCERNING POSSESSION AND USE OF ELECTRONIC AND OTHER DEVICES IN COURTROOMS OR HEARING ROOMS IN THE DISTRICT

It is the policy of the 21st Judicial District Court that electronic and other devices including, but not limited to, cellular and smart telephones, laptop and tablet-style computers, recording and photographic equipment are banned from any courtroom or hearing room in the district, with the following exceptions:

- Judicial Officers
- Courthouse staff
- Licensed attorneys and assisting staff may carry and use electronic devices for work purposes while participating in hearing or trials, or while waiting to participate.
- Pro se litigants may carry and use electronic devices while participating in hearings or trials, but only with prior approval from the presiding judge and only at counsel table during a proceeding in which the self-represented litigant is participating.
- Local, State, and Federal Law Enforcement Officers on official business and possessing proper credentials.
- Use of such devices in court areas for ceremonial and educational purposes shall be allowed with appropriate permission.

Such usage must be done in a non-distracting manner. While in any courtroom, electronic devices shall be kept muted, shall be used only for data entry/retrieval purposes, shall not be used for audio/video recording or photographs and shall not be used for incoming or outgoing calls. All persons appearing in Court shall maintain appropriate decorum as outlined in court rules.

If a cell phone or other device “goes off” in any courtroom, the presiding judge may instruct the bailiff to confiscate the device, impose a financial penalty, or any other appropriate sanction, including the loss of cell phone privileges and order the removal of that person or persons from the courthouse, and restrict the privilege of reentry.

Any exceptions to this policy may be made by any Judge presiding over a matter in which the use of the device is necessary.

The Sheriff’s Department is ordered to instruct all persons who fall under this policy to return their device to their vehicle. The Sheriff is authorized to refuse entry to the Courthouse to anyone not in compliance with this rule.

Title - I Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules

Chapter - 3 DUTY JUDGES

Rule - 3.2 Section 1

Appendix - 3.2
Duty Judges

The judges of this court shall be assigned the responsibility of duty judge on a rotating basis, as set forth on the official Court Calendar. The judge(s) assigned as duty judges on the official Court Calendar shall be the "Primary Duty Judge(s)." The responsibilities of the primary duty judge(s) shall commence at 12:01 A.M. on Monday of the assigned week or day, and shall continue through 12:00 midnight on the assigned week or day. The primary duty judge(s) shall further conduct all criminal and civil matters in the parishes to which they are assigned as set forth on the official Court Calendar. The primary duty judge assigned to Tangipahoa Parish shall further have responsibility for all duty judge matters in St. Helena Parish on the same day as designated for Tangipahoa Parish, and likewise shall have responsibility for all duty judge matters in Tangipahoa Parish on the same day as designated for St. Helena Parish. The primary duty judge assigned to Tangipahoa Parish on Monday as per the official Court Calendar shall have responsibility for all duty judge matters in Tangipahoa and St. Helena Parishes on the following Saturday and Sunday, and the primary duty judge assigned to Livingston Parish on Monday as per the Official Court Calendar shall have responsibility for all duty

Appendix - 3.5

Court-Specific Rules
Concerning
Simultaneous
Appearance by a Party or
Witness by Audio-Visual
Transmission

Title - I	Chapter Title - Court Personnel
Chapter - 4	Sara Brumfield Court Administrator www.21stjdc.org
Rule - 4.1	21st Judicial District Court P. O. Box 788 Amite, LA 70422 Telephone: (985) 748-9445 Facsimile: (985) 748-6637 E-Mail: sbrumfield@21stjdc.org
Appendix - 4.1	
Judicial Administrators and Clerks of Court	Hon. Thomas "Tom" Sullivan, Jr. Clerk of Court Parish of Livingston P.O. Box 1150 Livingston, LA 70754 Telephone: (225) 686-2216 Facsimile: (225) 686-1867 E-Mail: tsullivan@livclerk.org Hon. Beverly A. Gordon Clerk of Court Parish of St. Helena P.O. Box 308 Greensburg, LA 70441 Telephone: (225) 222-4514 Facsimile: (225) 222-3443 E-Mail: beverlyagordon@yahoo.com Hon. Julian E. Dufreche Clerk of Court Parish of Tangipahoa P.O. Box 667 Amite, LA 70422 Telephone: (985) 748-4146 Facsimile: (985) 748-6503 E-Mail: jdufreche@tangiclerk.org www.livclerk.org/ www.tangiclerk.org

Title - I	Chapter Title - Courtroom Use, Accessibility and Security
Chapter - 5	
Rule - 5.1	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF
Appendix - 5.1A	
Americans with Disabilities Form	

Section 2

The judicial administrator or the designee of the judicial administrator shall maintain, for purposes of allotment of recusation hearings, a separate mechanical apparatus containing one chance for each division of the court. Once an order is signed granting a recusation hearing, the judicial administrator shall utilize this device to assign a judge to hear the recusation through a blind drawing from the mechanical apparatus a chance representing the division of court to which the recusation hearing shall be assigned. In the event that the chance of the division sought to be recused is drawn, the judicial administrator shall place this chance to the side, and shall then assign another division to the recusation hearing, and then replace the chance of the judge sought to be recused back into the mechanical apparatus.

Section 3.

The judicial administrator or the designee of the judicial administrator shall maintain a record of each chance so expended. When only one division's chance remains unexpended in the mechanical apparatus, one additional chance for each division shall then be redeposited into the mechanical apparatus, and the process of allotment shall continue, utilizing the same method.

Section 4

If the recusation is granted, the case shall be reallocated in accordance with this Appendix.

Section 5

In the event of the recusal of the presiding judge of Division "I," the juvenile division of this court, the clerk of court of the parish in which the case is pending shall re-allot such case to one of the remaining divisions of court, through a random process, which shall be designed to prevent any person from influencing the allotment of any such case. The random process shall, to the extent possible, assure that there is an equal number of cases allotted among each division of the court.

Title - II	Chapter Title - Procedure
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Chapter - 9	None.
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Rule - 9.4	
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Appendix - 9.4	
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Presentation of Pleadings to the Court and Filing with the Clerk of Court	
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Title - II	Chapter Title - Procedure
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Chapter - 9	
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Rule - 9.6	http://www.lasc.org/rules/supreme/Louisiana_Civil_Case_Reporting_Form.pdf
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Appendix - 9.6	
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Louisiana Civil Case Reporting	
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Title - II	Chapter Title - Procedure
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Chapter - 9

Rule - 9.12

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12A.pdf>

Appendix - 9.12A

Notice of Limited
Appearance – Family
Law Cases

Title - II

Chapter Title - Procedure

Chapter - 9

Rule - 9.12

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12B.pdf>

Appendix - 9.12B

Notice of Limited
Appearance – Non-
Family Law Cases

Title - II

Chapter Title - Procedure

Chapter - 9

METHOD OF REQUESTING TRIAL ON MERITS

Rule - 9.14

Section 1

Appendix - 9.14

Fixing for Trial or
Hearing; Scheduling
Orders; Contact with
Jurors

Any party wishing to set an ordinary proceeding for trial on the merits shall file a “Motion to Set for Trial” in the allotted division of court. Any special procedures or orders will be communicated by the judge to whom the case is allotted, or his designated court personnel. This will include the setting of telephonic or chambers status conferences, the necessity and nature of pretrial orders, jury procedures and bonds, and other applicable pre-trial procedures.

Section 2

The testimony of health care providers in trials by bench in civil cases shall be by deposition only. Any party desiring in-court testimony of a health care provider must obtain permission of the trial judge prior to trial. This rule does not apply to the trials of summary proceedings.

Section 3

Summary proceedings, including all domestic relations cases involving summary proceedings shall be set by the judge or the clerk for a rule day in accordance with the official Court Calendar. Domestic relations cases involving ordinary proceedings (such as community property partitions) shall be set in accordance with the procedures outlined in Section 1. With the permission of the judge, and at his or her discretion, summary rules involving protracted testimony or evidence may be set for pre-trial conference and/or set for trial of the rule as in civil bench ordinary proceedings.

Title - III

Chapter Title - Allotment of Cases

Chapter - 14

METHOD OF ALLOTMENT OF CRIMINAL CASES (OTHER THAN TRAFFIC, WILDLIFE, AND APPEALS FROM LOWER COURTS)

Rule - 14.0

NON-CAPITAL CRIMINAL CASES

Appendix - 14.0A

System of Random

All non-capital criminal cases shall be allotted at random, based upon the date of arrest for the

Allotment of Criminal Cases (Other than Traffic, Wildlife, and Appeals from Lower Courts)

Amended effective June 1, 2007.
As amended Nov. 20, 2002

particular offense. The judicial administrator shall maintain a mechanical apparatus, into which one chance is placed for each division of the court. The judicial administrator, or his/her designee employed by the court, is to utilize this apparatus to allot particular dates for particular divisions, on an eight-day cycle, for the eight days just preceding each allotment session. This information is to be published to the District Attorney's Office, Indigent Defender's Office, and other affected agencies, and a master calendar is to be maintained indicating the division to which each date has been assigned.

CAPITAL CASES

In all criminal prosecutions of capital cases, indictments will be allotted in open court at the arraignment of the first defendant charged under said indictment to appear at arraignment. This allotment procedure is to include all divisions of the court then hearing adult criminal matters, on a random allotment basis, district-wide, utilizing the following method:

The judicial administrator shall maintain, for purposes of allotment of capital felony cases, a mechanical apparatus containing two chances for each division of the court then hearing adult criminal cases.

The judicial administrator, or the designee of the judicial administrator shall appear in open court at the time of the arraignment of capital cases, and the allotment of such cases shall be at random by a blind drawing from the mechanical apparatus a chance representing to which division the case shall be assigned.

The judicial administrator, or the designee of the judicial administrator, shall keep each chance so expended in a separate box. When only one division's chance remains unexpended in the mechanical apparatus, two additional chances for each division shall then be redeposited into the mechanical apparatus, and the process of allotment shall continue, utilizing this same method.

In the event that multiple parties are charged with a capital felony under a single indictment, all parties so charged shall be allotted to the same division to which the first co-defendant arraigned is allotted. In the event that a severance is later granted in such cases, the presiding judge to whom the case was thereto allotted shall have the right to direct that all remaining co-defendants, other than the first defendant arraigned, shall be reallocated utilizing the method set forth herein.

In no event shall the state, the defense, or any person, be allowed to influence the allotment of any criminal case.

Title - III

Chapter Title - Allotment of Cases

Chapter - 14

RANDOM ALLOTMENT OF TRAFFIC OFFENSES, WILDLIFE OFFENSES

Rule - 14.0

Section 1

Appendix - 14.0B

All traffic offenses shall be allotted to the arraigning judge.

Random Allotment Traffic Offenses, Wildlife Offenses, and Appeals from Courts of Limited Jurisdiction)

Section 2

All wildlife offenses shall be allotted in the same manner as other non-capital criminal cases in accordance with Appendix 14.0A.

RANDOM ALLOTMENT OF APPEALS FROM COURTS OF LIMITED JURISDICTION

All appeals from courts of limited jurisdiction in criminal matters shall be allotted in the same manner as other non-capital criminal case in accordance with Appendix 14.0A.

Title - III

Chapter Title - Allotment of Cases

Rule - 14.1

FIRST FELONY RULE

Appendix - 14.1

Allotment - Defendant with More than One Felony Case

In felony cases, if there is an active felony probation case pending in a division of the court, any new felony or misdemeanor matter shall be allotted to that division. If there is a pending felony prosecution in a division of the court, any new felony or misdemeanor matter shall be allotted to that division. Co-defendants charged under the same indictment or bill shall be allotted to the division of the court to which the pending felony probation or pending felony prosecution is pending. When a defendant has multiple charges under different indictments or bills, all charges shall be allotted based on the date of the first arrest.

FIRST MISDEMEANOR RULE

In misdemeanor cases, if a defendant is on misdemeanor probation or has a pending misdemeanor prosecution and the defendant is thereafter billed or indicted on a felony matter, the felony shall be allotted in accordance with the above rules and the misdemeanor probation or a pending misdemeanor shall be transferred to the division of the court to whom the felony case is allotted. In all other cases, misdemeanors shall be allotted in accordance with the same procedure as set forth above for felony matters.

DISTRICT-WIDE APPLICATION

In applying the rule of first felony/ first misdemeanor, the transfer and allotment of such cases shall apply district-wide in all of the parishes encompassed by the 21st JDC. It shall be the joint responsibility of the district attorney and the defense attorney to inform the presiding judge at arraignment whether other cases are pending against the same defendant in other parishes, as well as the case number(s) and designation of such pending charges as felonies or misdemeanors. It is the continuing duty of the district attorney to inform the presiding judge of any new developments in cases involving multi-parish prosecution, such as the filing of a felony charge in another parish in a pending misdemeanor case (which will necessitate transfer of all pending cases under the “first felony” rule.) The entering of a “guilty” or “no contest” plea by the defendant shall constitute a waiver of any objection to the proper allotment for any such defendant as relates to the charge or charges for which the plea was entered.

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

Pre-trial and status conferences in criminal cases shall be scheduled by the presiding judge upon motion of the state or the defendant.

Rule - 15.0

SPECIAL RULES REGARDING SANITY COMMISSION CASES, AND PRE-ALLOTMENT MOTIONS FOR PRELIMINARY EXAMINATION AND MOTIONS TO REDUCE BAIL

Appendix - 15.0

Assignment of Cases, Filing of Motions, Pre-Trial and Status Conferences

Section 1

Motions to reduce bail in cases which have not yet been formally allotted must be filed by Friday at noon in order to be heard the following week, with a copy furnished to the district attorney. These will be scheduled before the assigned duty judge to be heard contradictorily on Wednesdays in Livingston, Thursdays in Tangipahoa, and Fridays in St. Helena Parish.

Section 2

Pre-trial motions for preliminary examination in cases which have not yet been allotted may be heard by the duty judge in accordance with Louisiana District Court Rules 14.2 and 14.4. However, in order that the allotted judge and the assistant district attorney and assistant public defender assigned to allotted judge’s division may become more familiar with the facts of the case, these motions should normally be assigned to the next duty cycle of the allotted judge in accordance with the official Court Calendar.

Section 3

In order to accommodate the schedules of the appointed members of the Sanity Commission, Sanity Commission reports shall be heard contradictorily on the assigned date of the Sanity Commission

hearing by the duty judge, regardless of the allotment of the case, and said judge's findings will be entered into the record.

RECUSAL OF JUDGE IN CRIMINAL CASES

Section 1

In the event that a motion to recuse the presiding judge to whom a criminal case is allotted is assigned for a contradictory hearing, one of the other judges in Divisions "A" through "H" shall be assigned to hear the recusation proceeding through a random selection process.

Section 2

The judicial administrator or the designee of the judicial administrator shall maintain, for purposes of allotment of recusation hearings, a separate mechanical apparatus containing one chance for each division of the court. Once an order is signed granting a recusation hearing, the judicial administrator shall utilize this device to assign a judge to hear the recusation through a blind drawing from the mechanical apparatus a chance representing the division of court to which the recusation hearing shall be assigned. In the event that the chance of the division sought to be recused is drawn, the judicial administrator shall place this chance to the side, and shall then assign another division to the recusation hearing, and then replace the chance of the judge sought to be recused back into the mechanical apparatus.

Section 3

The judicial administrator or the designee of the judicial administrator shall maintain a record of each chance so expended. When only one division's chance remains unexpended in the mechanical apparatus, one additional chance for each division shall then be redeposited into the mechanical apparatus, and the process of allotment shall continue, utilizing the same method.

Title - III**Chapter Title - Assignment of Cases and Preliminary Motions****Chapter - 15**

Counsel for indigent defendants may be appointed at jail call out by the presiding Duty Judge, if appropriate. Alternatively, appointment of counsel may wait until arraignment in order to determine true indigency or whether Defendant has retained own counsel. If the Court appoints, it appoints the Office of Public Defender.

Rule - 15.1**Appendix - 15.1**

Appointment of Counsel

Title - III**Chapter Title - Assignment of Cases and Preliminary Motions****Chapter - 15**

None.

Rule - 15.2**Appendix - 15.2**

Alternative Method of Service on District Attorney

Title - III**Chapter Title - Arraignment and Pleas****Chapter - 18****Rule - 18.0**

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX18.0.PDF>

Appendix - 18.0

Waiver of Formal
Arraignment and Pleas

Title - III

Chapter Title - Simultaneous Peremptory Challenges

Chapter - 19

SIMULTANEOUS EXERCISE OF PEREMPTORY CHALLENGES

Rule - 19.0

Section 1. In any felony jury trial conducted in this judicial district, the presiding judge may, in the judge's discretion, order the simultaneous exercise of peremptory challenges.

Appendix - 19.0

Simultaneous
Peremptory Challenges

Section 2. If the judge elects to order simultaneous exercise of peremptory challenges, the judge shall inform the state and the defendant of this election prior to the seating of the first panel of prospective jurors.

Section 3. The judge shall require the state and the defendant to complete a form to be furnished by the court. The completed form shall be presented at side bar at the time jurors are tendered.

Section 4. If a prospective juror is challenged under both a challenge for cause and a peremptory challenge, and the court grants the challenge for cause, the challenging party shall not be deemed to have expended a peremptory challenge.

Section 5. If both the state and the defendant exercise a peremptory challenge as to a particular prospective juror, both sides shall be deemed to have expended a peremptory challenge.

Title - IV

Chapter Title - Application of Rules

Chapter - 22

There shall be a Family Docket in the Twenty-First Judicial District. Divisions G and H are designated as Family Court divisions through December 31, 2014, and thereafter, Divisions J and K are designated as the Family Court divisions.

Rule - 22.0

Appendix - 22.0

Courts That Have
Created Specialized
Divisions or Sections of
Court That Handle
Family Law Proceedings

Matters heard on the Family Docket shall include all actions arising under Title V and Title VII of Book I and Title VI of Book II of the Louisiana Civil Code, adoptions arising under the Louisiana Children's Code and The Children's Code, actions involving protection from family violence pursuant to R.S. 46:2131 et seq., and actions for enforcement, collection of support and paternity pursuant to R.S. 46:236.5. All family docket matters as above set forth filed subsequent to December 31, 2013, shall be randomly allotted on an equal basis between the two Family Court divisions. All family docket matters heretofore allotted to Divisions "A" through "F" of this Court shall, upon the filing of any new pleading in such case, be reallocated on a random, equal basis between the two Family Court divisions.

Title - IV

Chapter Title - Notice and Exchange of Information

Chapter - 23

Rule - 23.0

http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0A.pdf

Appendix - 23.0A

Courts Requiring the Pre-
Hearing Filing,
Exchange, or Submission
of a Family Law

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0B.pdf

Appendix - 23.0B

Family Law Affidavit
(form)

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0C.pdf

Appendix - 23.0C

Hearing Information
Order (form)

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0D.pdf

Appendix - 23.0D

Hearing Officer
Conference and
Information Order (form)

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0

Appendix - 23.0E

Courts That Require Use
of a Specific Hearing
Information Order or
Hearing Officer
Conference and
Information Order

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0

Appendix - 23.0F

Court-Specific Rules
Concerning Arrearages

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.1

Appendix - 23.1

Court-Specific Rules
Concerning Pre-Trial
Orders in Non-
Community Property
Cases

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.0

Appendix - 24.0

Court-Specific Rules
Concerning Form of
Pleadings and Caption
Requirements in Family
Law Proceedings

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.1

Appendix - 24.1

Court-Specific Rules
Concerning Prior or
Multiple Filing of
Pleadings

Title - IV **Chapter Title - Procedure**

Chapter - 24

In domestic cases, all pleadings involving the same family units shall be allotted to the same division of court, under the process set forth in Appendix 9.3. When a petition in a civil divorce action,

Rule - 24.2

protective order case under Title 46 of the Revised Statutes, or a rule for support initiated by the State of Louisiana is filed, that matter shall be immediately allotted, and any subsequent filing in any of these types of proceedings shall be filed in the same proceeding as the pleading first filed.

Appendix - 24.2

Court-Specific Rules
Concerning Allotment of
Cases

Community property partition cases which are filed separately from the divorce action giving rise to the partition proceeding shall be allotted to the same division to which the first action involving the parties was allotted. The same rule for allotment shall be applied to support enforcement, paternity actions, protective orders, and all other matters involving the same family unit.

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.3

Appendix - 24.3

Court-Specific Rules
Concerning Walk-
Through of Pleadings

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.4

Appendix - 24.4

Court-Specific Rules
Concerning Appointment
of Attorneys To
Represent Absentee
Defendants

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.5

Appendix - 24.5

Court-Specific Rules
Concerning Extensions
of Time To Plead in
Family Law Proceedings

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.6

Appendix - 24.6

Court-Specific Rules
Restricting the
Preparation of Answers
or Other Pleadings;
Procedure When a Self-
Represented Party Has
Filed an Answer

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.7

Appendix - 24.7A

Court-Specific Rules
Concerning Scheduling
Hearings and Trials

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.7

Appendix - 24.7B

Court-Specific Rules
Concerning Order of
Business

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.8

Appendix - 24.8A

Court-Specific Rules
Concerning
Continuances in Family
Law Proceedings

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.8 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8B.pdf

Appendix - 24.8B

Uncontested Motion To
Continue (form)

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.8 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8C.pdf

Appendix - 24.8C

Contested Motion To
Continue (form)

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.9

Appendix - 24.9

Court-Specific Rules
Concerning Discovery

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.10

Appendix - 24.10

Court-Specific Rules
Concerning Setting of
Pre-Trial Conferences

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.11

Appendix - 24.11

Court-Specific Rules
Concerning Hearings in
Chambers in Family Law
Proceedings Pursuant to
La. R.S. 9:302

Judgments of Divorce in Chambers Under LA. Code Civ. Proc. Art. 1702E

A. Where good cause is shown, all parties consent thereto, and with the permission of the court, any hearing in a divorce proceeding, including contested and uncontested rules for spousal support, child support, visitation, injunction, or other matters provisional and incidental to divorce proceedings, may be conducted in chambers rather than open court.

B. A motion requesting such a proceeding be conducted in chambers may be made by either party, or upon the court's own motion.

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.12

Appendix - 24.12

Court-Specific Rules
Concerning the Presence
of Children in the
Courtroom and/or
Hearing Officer
Conferences

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.13

Appendix - 24.13

Court-Specific Rules
Concerning Mental
Health Evaluations in
Family Law Proceedings

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.14

Appendix - 24.14

Court-Specific Rules
Concerning Proof of
Uncontested Paternity by
Affidavit Pursuant to La.
R.S. 9:572

Title - IV **Chapter Title - Judgments and Stipulations**

Chapter - 25

Rule - 25.0

Appendix - 25.0

Court-Specific Rules on
Preparation and
Submission of Judgments
in Family Law
Proceedings

Title - IV **Chapter Title - Judgments and Stipulations**

Chapter - 25

Rule - 25.1

Appendix - 25.1

Court-Specific Rules on
Income Assignment
Orders

Title - IV **Chapter Title - Domestic Violence Protective Orders**

Chapter - 26

Rule - 26.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0A.pdf

Appendix - 26.0A

Louisiana Protective
Order Registry Index of
Uniform Abuse
Preventive Order Forms
(Forms 1 through 23
Mandated by La. R.S.
46:2136.2(C))

Title - IV **Chapter Title - Domestic Violence Protective Orders**

Chapter - 26

Rule - 26.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0B.pdf

Appendix - 26.0B

Louisiana Protective
Order Registry Courtesy
Forms Index:
Instructions, Petitions,
Supplemental Forms, etc.

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.0A.pdf

Appendix - 27.0A

La. C.C. art. 102 Divorce
Checklist (form)

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.0

Appendix - 27.0B

Courts That Require the
Filing of a La. C.C. art.
102 Divorce Checklist,
the Entire Record, and/or
Other Documentation in
a La. C.C. art. 102
Divorce

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.0

Appendix - 27.0C

Court-Specific Rules
Concerning Allowance
of Divorce by Affidavit
in a La. C.C. art. 102
Divorce

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.1 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1A.pdf

Appendix - 27.1A

Waiver of Service and
Citation of an Original
Petition in a La. C.C. art.
102 Divorce Proceeding
(form)

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.1 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1B.pdf

Appendix - 27.1B

Waiver of Service and
Citation of Rule To
Show Cause in a La.
C.C. art. 102 Divorce
(form)

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.1

Appendix - 27.1C

Courts That Require Use
of a Specific Waiver of
Service and Citation
Form in a La. C.C. art.
102 Divorce

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 103**

Chapter - 28

Rule - 28.0

Appendix - 28.0

Court-Specific Rules
Concerning Confirmation
of Preliminary Defaults

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 103**

Chapter - 28

Rule - 28.1

Appendix - 28.1A

Court-Specific Rules
Concerning Allowance
of Divorce by Affidavit
in a La. C.C. art. 103
Divorce Under La. Code
Civ. Proc. art. 1702(E)

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 103**

Chapter - 28

Rule - 28.1 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.1B.pdf

Appendix - 28.1B

La. C.C.P. art. 1702(E)
Divorce Checklist (form)

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 103**

Chapter - 28

Rule - 28.1

Appendix - 28.1C

Courts That Require the
Filing of a La. C.C.P. art.
1702(E) Divorce
Checklist

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 103**

Chapter - 28

Rule - 28.2

Appendix - 28.2A

Courts That Require the
Filing of a La. C.C.P. art.
969(B) Divorce
Checklist

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 103**

Chapter - 28

Rule - 28.2 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.2B.pdf

Appendix - 28.2B

La. C.C.P. art. 969(B)
Divorce Checklist (form)

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 103**

Chapter - 28

Rule - 28.3 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.3A.pdf

Appendix - 28.3A

Acceptance of Waiver
and Waiver of Service
and Citation and Delays
in a La. C.C. art. 103
Divorce (form)

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 103**

Chapter - 28

Rule - 28.3

Appendix - 28.3B

Courts That Require a
Specific Form for Waiver
of Service and Citation in
a La. C.C. art. 103
Divorce

Title - IV **Chapter Title - Custody and Visitation Orders**

Chapter - 29

Rule - 29.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0A.pdf

Appendix - 29.0A

Application for Ex Parte
Temporary Custody
Order – Affidavit of
Mover in Compliance
with La. C.C.P. art. 3945
(B) (form)

Title - IV **Chapter Title - Custody and Visitation Orders**

Chapter - 29

Rule - 29.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0B.pdf

Appendix - 29.0B

Application for Ex Parte
Temporary Custody
Order –Certification by
Applicant’s Attorney in
Compliance with La.
C.C.P. art. 3945(B)
(form)

Title - IV **Chapter Title - Custody and Visitation Orders**

Chapter - 29

Rule - 29.0 Ex parte custody orders shall be accompanied by a certification by the clerk of court that no contrary pleading/order has been filed within the past thirty (30) days. See Appendix 29.0A Application for Ex Parte Custody Order and the Appendix 29.0B Certification by Applicant’s Attorney in Compliance with La. C.C.P. art. 3945(B).

Appendix - 29.0C

Court-Specific Rules
Concerning Ex Parte
Custody Orders

Title - IV **Chapter Title - Custody and Visitation Orders**

Chapter - 29

Rule - 29.1

Appendix - 29.1

Court-Specific Rules
Concerning Temporary
Custody Orders

Title - IV **Chapter Title - Custody and Visitation Orders**

Chapter - 29

Rule - 29.2 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2A.pdf

Appendix - 29.2A

Joint Custody Plan (With
Domiciliary Parent)
(form)

Title - IV **Chapter Title - Custody and Visitation Orders**

Chapter - 29

Rule - 29.2 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2B.pdf

Appendix - 29.2B

Joint Custody Plan
(Without Domiciliary
Parent) (form)

Title - IV **Chapter Title - Custody and Visitation Orders**

Chapter - 29

Rule - 29.3

Appendix - 29.3

Court-Specific Rules
Concerning Parenting
Classes

Title - IV **Chapter Title - Custody and Visitation Orders**

Chapter - 29

Rule - 29.4

Appendix - 29.4

Court-Specific Rules
Concerning Mediation

Title - IV **Chapter Title - Custody and Visitation Orders**

Chapter - 29

Rule - 29.5 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.5.pdf

Appendix - 29.5

Form Letter To Register

Title - IV **Chapter Title - Custody and Visitation Orders**

Chapter - 29

Rule - 29.6

Appendix - 29.6

Court-Specific Rules
Concerning Modification
of an Existing Custody or
Visitation Order

Title - IV **Chapter Title - Partition of Community Property**

Chapter - 30

Rule - 30.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0A.pdf

Appendix - 30.0A

Sworn Detailed
Descriptive List (form)

Title - IV **Chapter Title - Partition of Community Property**

Chapter - 30

Rule - 30.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0B.pdf

Appendix - 30.0B

Sample, Completed
Sworn Detailed
Descriptive List (form)

Title - IV **Chapter Title - Partition of Community Property**

Chapter - 30

Rule - 30.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0C.pdf

Appendix - 30.0C

Joint Detailed
Descriptive List (form)

Title - IV **Chapter Title - Partition of Community Property**

Chapter - 30

Rule - 30.0

http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0D.pdf

Appendix - 30.0D

Sample, Completed Joint
Detailed Descriptive List
(form)

Title - IV **Chapter Title - Partition of Community Property**

Chapter - 30

Rule - 30.0

Appendix - 30.0E

Court-Specific Rules
Concerning Detailed
Descriptive Lists

Title - IV **Chapter Title - Partition of Community Property**

Chapter - 30

Rule - 30.1

Appendix - 30.1

Court-Specific Rules
Concerning Appointed
Special Masters and
Experts

Title - IV **Chapter Title - Partition of Community Property**

Chapter - 30

Rule - 30.2

Appendix - 30.2

Court-Specific Rules
Concerning Partition of
Community Property

Title - IV **Chapter Title - Other Rules**

Chapter - 31

Rule - 31.0

Appendix - 31.0

Court-Specific Rules
Concerning Use of
Electronic and Recording
Devices

Title - IV **Chapter Title - Other Rules**

Chapter - 31

Rule - 31.1

Appendix - 31.1

Court-Specific Rules
Concerning Oral
Arguments

Title - IV **Chapter Title - Other Rules**

Chapter - 31

Rule - 31.2

Appendix - 31.2

Court-Specific Rules
Concerning Enrollment
and Withdrawal of
Counsel

Title - IV **Chapter Title - Other Rules**

Chapter - 31

Rule - 31.3

Appendix - 31.3

Court-Specific Rules
Concerning
Collaborative Divorce
Procedures

Title - IV **Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings**

Chapter - 32

Rule - 32.0

http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_32.0A.pdf

Appendix - 32.0A

Courts Authorizing and
Directing Court-
Appointed Hearing
Officers, Commissioners,
and/or Magistrates
Pursuant To La. R.S.
46:236.5

Title - IV	Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings
Chapter - 32	A. The judges of the District, by en banc order, may retain hearing officers, whose duties and powers are prescribed by law. The schedule of the Hearing Officer(s) shall be outlined on the Official Court Calendar.
Rule - 32.0	
Appendix - 32.0B	B. The Hearing Officer shall hear all contradictory motions for Protective Orders throughout the District, unless otherwise directed by the allotted (presiding) judge. Appeals from Hearing Officer decisions shall be as provided by law and to the allotted Division of Court, and judgments shall be signed by the allotted judge.
Court-Specific Rules on Hearing Officers and Domestic Commissioners	C. The Hearing Officer shall hear all non-support matters throughout the District. Appeals from Hearing Officer decisions shall be as provided by law and to the allotted Division of Court, and judgments shall be signed by the allotted judge.
	D. The Hearing Officer may be assigned other substantive duties allowed by law upon order of the Court, en banc. The Hearing Officer shall perform such administrative duties as assigned by the Chief Judge.

Title - IV	Chapter Title - Hearing Officer Procedure for Title IV-D Federal Social Security Act
Chapter - 33	
Rule - 33.0	
Appendix - 33.0	
Court-Specific Rules Concerning Objections to Recommendations of Hearing Officers in Title IV-D Matters	

Title - IV	Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders
Chapter - 34	
Rule - 34.0	
Appendix - 34.0	
Court-Specific Rules Concerning Hearing Officer Procedures for Domestic Violence Protective Orders	

Title - IV	Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders
Chapter - 34	
Rule - 34.2	
Appendix - 34.2	

Court-Specific Rules
Concerning Objections to
Rulings of Hearing
Officer or Domestic
Commissioner; Time for
Filing

Title - IV **Chapter Title - General Procedures for Hearing Officer Conferences**

Chapter - 35

Rule - 35.1

Appendix - 35.1

Court-Specific Rules
Concerning Failure To
Timely Comply with an
Appendix 23.0D Hearing
Officer Conference and
Information Order and/or
an Appendix 23.0B
Family Law Affidavit

Title - IV **Chapter Title - General Procedures for Hearing Officer Conferences**

Chapter - 35

Rule - 35.4

http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_35.4.pdf

Appendix - 35.4

Stipulation Form (form)

Title - IV **Chapter Title - General Procedures for Hearing Officer Conferences**

Chapter - 35

Rule - 35.5

Appendix - 35.5

Court-Specific Rules
Concerning Objections to
Hearing Officer
Recommendations and
Judgments of Domestic
Commissioner

Title - IV **Chapter Title - General Procedures for Hearing Officer Conferences**

Chapter - 35

Rule - 35.7

Appendix - 35.7

Court-Specific Rules
Concerning the Setting of
Hearing Dates

Title - IV **Chapter Title - General Procedures for Hearing Officer Conferences**

Chapter - 35

Rule - 35.8

Appendix - 35.8

Court-Specific Rules
Concerning Adoption of
Hearing Officer's
Recommendation as
Temporary Order After
Objection

Title - V **Chapter Title - Adoption Proceedings**

Chapter - 46

Rule - 46.0

Appendix - 46.0

Court-Specific Rules
Concerning Filing of
Pleadings and Required
Exhibits in Adoption
Proceedings

Title - VI **Chapter Title - Litigation Filed by Inmates**

Chapter - 60

Rule - 60.2

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.2.PDF>

Appendix - 60.2

Form IJR-1: Petition for
Judicial Review

Title - VI **Chapter Title - Litigation Filed by Inmates**

Chapter - 60

Rule - 60.4

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.4.PDF>

Appendix - 60.4

Pro Se Prisoner-
Plaintiff's Portion of the
Pre-Trial Order

Title - VI

Chapter Title - Litigation Filed by Inmates

Chapter - 60

Rule - 60.7

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.7A.PDF>

Appendix - 60.7A

Application To Proceed
In Forma Pauperis Filed
in District Court

Title - VI

Chapter Title - Litigation Filed by Inmates

Chapter - 60

Rule - 60.7

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.7B.PDF>

Appendix - 60.7B

Motion To Proceed In
Forma Pauperis on
Appeals/Writs

Title - VI

Chapter Title - Litigation Filed by Inmates

Chapter - 60

Rule - 60.8

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.8.PDF>

Appendix - 60.8

Appeal of Parole
Revocation