

RULES FOR LOUISIANA DISTRICT COURTS

TITLES I, II, III, IV, V, and VI

Twenty-Second Judicial District Court

Parishes of St. Tammany and Washington

Title - I

Chapter Title - Dates of Court

Chapter - 2

Friday of the Washington Parish Free Fair in Washington Parish. Sec R.S. 1:55 (A) (3).

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.

Title - I

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

Chapter - 3

General jurisdiction Divisions A, B, C, D, F, H, I and J will hear all civil cases in both parishes, including all civil jury trials, by random allotment. General jurisdiction Divisions A through J will continue to have subject matter jurisdiction over all district court matters, including juvenile matters.

Rule - 3.1

Appendix - 3.1

Divisions or Sections of
Court

The subject matter jurisdiction for each of Divisions K and L shall be limited to family and juvenile matters as provided by law. As of January 1, 2018, all juvenile matters shall be allotted to Division G until further notice, with the following exceptions:

As amended effective
January 1, 2003; January
1, 2009; amended
effective October 1,
2011; amended effective
March 18, 2015;
amended effective March
15, 2017; amended
effective May 1, 2022;
amended effective
January 1, 2025.

- 1) Support Enforcement Appeal Docket; and
- 2) Adoptions involving children who have never been the subject of a Child in Need of Care proceeding.

If the Division G judge exercising juvenile jurisdiction is recused from a juvenile case, then the case will be randomly allotted to either Division K or L. If the judge of either Family Court division is recused from the case, the case will be allotted to the other Family Court division. If the judges of both Divisions K and L are recused from the juvenile case, the case will be randomly re-allotted to one of the general jurisdiction divisions of court.

There shall be one judicial commitment docket, one protective order docket, and one Support Enforcement Appeal Docket. The general jurisdiction divisions shall be assigned on a monthly rotating basis to the judicial commitment docket, while the two family divisions shall hear the protective order appeals and Division K shall hear the Support Enforcement Appeal Docket.

When suits are filed which are consolidated after hearing or consent of the parties, it shall be transferred to the division to which the case with the lowest docket number has been allotted. The consolidation order shall be signed by the Judge of the division the case is transferred from and the Judge of the division to which it is transferred.

IN FORMA PAUPERIS

All litigants who submit an application to proceed in forma pauperis pursuant to the provisions of La. C.C.P. art. 5183, et seq. shall be required to submit a new application every twelve (12) months. Failure to submit a timely new application shall result in the litigant's right to proceed in forma pauperis to be rescinded and the Clerk of Court shall take steps necessary to recover the court costs which have accrued.

Costs and fees associated with a motion filed pursuant to La. C.C.P. art 5184 by any party seeking to traverse an Order granting a party the authority to proceed in forma pauperis will be deferred until a ruling by the Court on the motion seeking to traverse the pauper Order.

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| Title - I | Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules |
| Chapter - 3 | Confirmations of default judgment in civil cases may be taken by any general jurisdiction division (A through J) regardless of allotment, unless the judgment sought contains discretionary damages, in which case it must be confirmed before the division to which it is allotted. For confirmations of defaults in divorce matters, see 22nd Judicial District Court rules under “Title IV Family and Domestic Relations Proceedings.” |
| Rule - 3.2 | |
| Appendix - 3.2 | |
| Duty Judges | All motions, orders and preliminary matters requiring hearing shall be filed and allotted to a division prior to being presented to the judge of that allotted division for signature. Each division (A through J) shall establish a system for processing “walk-through” pleadings for cases assigned to their division. Pleadings should only be presented to the division to which the case is allotted for signature. In the event the division judge to whom the case is allotted is unavailable to process either a walk-through pleading or a marriage waiver, then the staff for the judge of that division will attempt to have a judge of another division, which judge has the discretion to handle the walk-through pleading or marriage waiver. For matters allotted to Divisions K and L, see 22nd Judicial District Court rules under “Title IV Family and Domestic Relations Proceedings,” Chapter 24. |
| Amended effective April 1, 2009; Amended effective August 1, 2025 | |

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| Title - I | Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules |
| Chapter - 3 | Any presiding judge of this court may electronically sign a court order, notice, official court document and other writings if the electronic signature consists of a computer data compilation of any symbol or series of symbols executed, adopted or authorized by the judge to be the legally binding equivalent of the judge’s handwritten signature. |
| Rule - 3.4 | |
| Appendix - 3.4 | |
| Court-Specific Rules Concerning Judges’ Use of Electronic Signatures | |
| Effective January 1, 2016. | |

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| Title - I | Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules |
| Chapter - 3 | |
| Rule - 3.5 | 1. Definitions. (a) “Audiovisual transmission equipment” means an electronic device which enables encrypted software to permit an absent party or witness to participate in a court proceeding in real time. (b) “Encrypted software” means software which provides authentication of the website and associated web server the Court is communicating with, which protects against so-called man-in-the-middle attacks. “Encrypted software” additionally provides bidirectional encryption of communications between the Court and an absent party or witness, which protects against eavesdropping and tampering with and/or forging the contents of the communication. (c) “Court” means either a general or special jurisdiction court and includes any proceeding before a judge, commissioner or hearing officer. |
| Appendix - 3.5 | |
| Court-Specific Rules Concerning Simultaneous Appearance by a Party or Witness by Audio-Visual Transmission | |
| Effective January 1, 2016; amended effective May 1, 2022; amended | 2. Application. These rules apply to proceedings in civil, family, juvenile, criminal and post-conviction cases as set forth below. |

- effective January 1, 2025.
3. Court pre-approval necessary. The Court requires pre-approval of a simultaneous appearance of a party or witness by the judge, commissioner or hearing officer conducting the proceeding.
4. Court not a guarantor of access to and/or use of audiovisual transmission equipment and/or encrypted software. If approved, the Court will make every effort to facilitate the simultaneous appearance by audiovisual transmission of a party or witness; however, the Court cannot guarantee access to and/or use of audiovisual transmission equipment and/or encrypted software.
5. Circumstances in which simultaneous appearance by audiovisual transmission equipment may be allowed.
- (a) Civil and family court proceedings as allowable under the Louisiana Code of Civil Procedure, including but not limited to articles 1633.1 and 195.1.
- (b) Criminal and post-conviction proceedings as allowable under the Louisiana Code of Criminal Procedure and the Revised Statutes, including but not limited to La. C.Cr.P. arts. 522, 551, 553, 556, 556.1, 562, 831, 835, La. R.S. 15:283, 15:1184 and 15:502.
6. Court discretion to modify rules. Upon a showing of good cause either by motion of a party or upon its own motion, the Court may require a party to appear in person at a hearing, conference or proceeding listed above if the Court determines that a personal appearance would materially assist in the determination of the proceedings or in the effective management or resolution of the particular case.
7. Need for personal appearance. If the Court determines at any time during a hearing, conference or proceeding conducted by audiovisual transmission equipment that a personal appearance is necessary, the Court may continue the matter and require a personal appearance.
8. Court Reporting. All proceedings involving simultaneous appearance by audiovisual transmission equipment will be reported by a certified court reporter to the same extent and in the same manner as if all participants had appeared in person.
9. Public access. The Court will maintain public access to court proceedings, as provided by law, when a party or witness appears by means of simultaneous audiovisual transmission equipment.

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| Title - I | Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules |
| Chapter - 3 | |
| Rule - 3.6 | |
| Appendix - 3.6 | |
| Court-Specific Rules Concerning Recording of Protected Persons Pursuant to La. R.S. 15:440.2 | |

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|--|---|
| Title - I | Chapter Title - Court Personnel |
| Chapter - 4 | Amber Mitchell Court Administrator 22nd Judicial District Court 701 N. Columbia Street, Room 3210 Covington, LA 70433 Telephone: (985) 809-5300 Facsimile: (985) 809-5390 E-Mail: amitchell@stpgov.org |
| Rule - 4.1 | www.online.22ndjdc.org |
| Appendix - 4.1 | |
| Judicial Administrators and Clerks of Court | |

December 15, 2010;
amended effective May
1, 2022; amended
effective January 1,
2025.

Hon. Jessica Jenkins Brewster
Clerk of Court
Parish of St. Tammany
P.O. Box 1090
701 N. Columbia Street
Covington, LA 70434-1090
Telephone: (985) 809-8700
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Hon. Johnny D. Crain Jr.
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| Title - I | Chapter Title - Courtroom Use, Accessibility and Security |
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| Chapter - 5 |
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| Rule - 5.1 | http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF |
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| Appendix - 5.1A |
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Americans with
Disabilities Form

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| Title - I | Chapter Title - Courtroom Use, Accessibility and Security |
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| Chapter - 5 |
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| Rule - 5.1 | http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1B.PDF |
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| Appendix - 5.1B |
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Request for Interpreter
and Order

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| Title - I | Chapter Title - Courtroom Use, Accessibility and Security |
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| Chapter - 5 |
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| Rule - 5.1 | http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1C.PDF |
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| Appendix - 5.1C |
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Interpreter's Oath

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| Title - I | Chapter Title - Indigents and In Forma Pauperis |
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| Chapter - 8 |
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Rule - 8.0<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX8.0.PDF>**Appendix - 8.0**

In Forma Pauperis
Affidavit

| Title - II | Chapter Title - Procedure |
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| Chapter - 9 | The Assisted Outpatient Treatment Court is established as a civil division, Specialty Court for the 22nd Judicial District Court, which is dedicated to the treatment of individuals with serious mental illness. |
| Rule - 9.3 | Effective November 1, 2024, Division B is designated the Assisted Outpatient Treatment Court. |

Appendix - 9.3

Allotments: Signing of
Pleadings in Allotted and
Non-Allotted Cases

Amended effective
March 18, 2015;
amended effective
January 1, 2016;
amended effective May
1, 2022; amended
effective January 1,
2025.

| Title - II | Chapter Title - Procedure |
|--------------------|----------------------------------|
| Chapter - 9 | None. |

Rule - 9.4**Appendix - 9.4**

Presentation of Pleadings
to the Court and Filing
with the Clerk of Court

| Title - II | Chapter Title - Procedure |
|--------------------|---|
| Chapter - 9 | |
| Rule - 9.6 | http://www.lasc.org/rules/supreme/Louisiana_Civil_Case_Reporting_Form.pdf |

Appendix - 9.6

Louisiana Civil Case
Reporting

| Title - II | Chapter Title - Procedure |
|--------------------|---|
| Chapter - 9 | |
| Rule - 9.12 | http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12A.pdf |

Appendix - 9.12A

Notice of Limited

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

ASSIGNMENT OF CASES FOR HEARING OR TRIAL

Rule - 9.14

Appendix - 9.14

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

Amended effective
January 1, 2009;
amended effective March
18, 2015.

1. Assignment of civil cases on the merits shall be made only on written motion in the section in which the case has been allotted or transferred. Any objection to the motion to set for trial must be filed within the (10) days. The motion shall certify that all exceptions, motions, discovery and other preliminary matters have been disposed of and shall be served on all opposing counsel. Assignments may also be made at pre trial and status conferences.
2. Exceptions and motions may be fixed for hearing by the Clerk of Court at the written request of any party, or by motion in open court. The Court may fix a hearing on any exception or motion on its own motion or refer such matters to trial on the merits.
3. Unless it is otherwise specifically provided by statute at least ten (10) days notice will be required for trial on the merits and five (5) days notice on motions, rules and exceptions.

CONTINUANCES

A continuance will not be granted because of prior conflicts in assignment unless request for a continuance because of such conflict is made within ten (10) days from the date that notice of the assignment is received.

PRE-TRIAL

1. No pre-trial conferences will be set until a motion to set for trial has been filed in the Clerk of Court's office.
2. A pre-trial order, in the format approved by the Court (See Form 1, hereinbelow), shall be filed at least seven (7) days prior to the pre-trial conference; or if no pre trial conference is held, then seven (7) days prior to the trial.
3. Counsel for all parties will be notified of the procedure adopted by the Court for use at the pre-trial conference, or trial.
4. In case of failure of a party or counsel to comply with the pre-trial procedure, the Court shall impose appropriate sanctions.

FORM 1. PRE-TRIAL ORDER

VERSUS

FILED: _____

CASE NO. _____
CIVIL DOCKET _____
22ND JUDICIAL DISTRICT COURT
STATE OF LOUISIANA

PRE-TRIAL ORDER

IT IS ORDERED THAT a Pre-Trial order in the format shown below be filed in a JUDGE Tried case at least seven (7) days prior to the Trial; OR, if in a JURY Case at least seven (7) days prior to the Pre-Trial Conference.

The Pre-Trial Order shall be complete and bear the signatures of all counsel at the time it is submitted to the Court (no separate inserts). The party moving for trial shall prepare this Order, and all counsel are ordered to participate. Compliance with this Order shall be strictly enforced. Failure to comply will result in appropriate sanctions by the Court.

FORMAT
PRE-TRIAL ORDER

A. Counsel. The appearance of counsel identifying the party(ies) represented.

B. Parties. A description of the parties, and in cases of insurance carriers, their insured must be identified. The legal relationships of all parties with reference to the claims, counterclaims, third party claims and cross claims, etc.

C. Case Statement. A concise statement of the case, and the applicable law is required.

D. Stipulations, Witness and Exhibit Lists. It shall be mandatory for all counsel to confer in person not later than fifteen (15) days prior to trial in a JUDGE TRIAL; OR, fifteen (15) days prior to the scheduled PRE-TRIAL CONFERENCE DATE FOR JURY TRIALS, in order to accomplish the following:

a.) Enter written into stipulations;

b.) Prepare the witness list: It is not sufficient to designate the witness simply "fact", "medical", or "expert". Indicate in good faith those who will be called and those who may be called.

c.) Prepare the exhibit list:

1. The exhibit list shall set forth exhibits in the following order:

a. Those exhibits that are to be admitted without objection.

b. Those exhibits which are stipulated to as to authenticity, but which are objected to as to admissibility, indicating by whom the objection is made, and the nature of the objection.

c. Those exhibits being offered by a party but which are objected to both as to authenticity and admissibility, noting by whom the objection is made, and the nature of the objection.

2. All exhibits are to be marked for identification.

3. As to any exhibits to which objection is raised, memoranda shall be submitted to the Court on or before seven (7) days prior to trial.

E. Trial Graphics. A list and brief description of any charts, graphs, models, schematic diagrams, and similar objects which, although not to be offered in evidence, respective counsel intend to use in opening statements or closing arguments shall be shown and delivered to all counsel at least fifteen (15) days prior to trial and, if there is then opposition to their use, written opposition shall be filed with the Court at least seven (7) days prior to trial.

F. Signature Lines. The Pre Trial Order must contain appropriate signature spaces for counsel for all parties.

NOTE

NO ADDITIONAL WITNESSES OR EXHIBITS SHALL BE ALLOWED EXCEPT BY ORDER OF THE COURT.

The Court may at any time dispense with these Orders, in whole or in part, in its discretion or in the interest of justice.

Covington, Louisiana this ____ day of _____, 20____.

JUDGE
DIVISION " ____ "

CIVIL JURY TERMS

1. Civil jury terms shall be set at the discretion of the Court.
2. No jury shall be ordered in any civil case unless the bond, as set forth in LSA R.S. 13:3050 has been given.
3. The party requesting a jury trial is also required to cover accrued jury costs, as and when required by the Court.
4. All cases requesting jury trials shall be allotted to all ten (10) general jurisdiction divisions of court as per the normal rules of this Court.

The pre-trial conferences and actual civil jury trials will be presided over by the Judges of the ten sections.

SIMULTANEOUS AUDIOVISUAL APPEARANCE OF A PARTY OR WITNESS

1. Definitions.
 - (a) "Audiovisual transmission equipment" means an electronic device which enables encrypted software to permit an absent party or witness to participate in a court proceeding in real time.
 - (b) "Encrypted software" means software which provides authentication of the website and associated web server the Court is communicating with, which protects against so-called man-in-the-middle attacks. "Encrypted software" additionally provides bidirectional encryption of communications between the Court and an absent party or witness, which protects against eavesdropping and tampering with and/or forging the contents of the communication.
 - (c) "Court" means either a general or special jurisdiction court and includes any proceeding before a judge, commissioner or hearing officer.
2. Application. These rules apply to proceedings in civil, family, criminal and post-conviction cases as set forth below. These rules do not apply to juvenile proceedings.
3. Court pre-approval necessary. The Court may allow simultaneous audiovisual appearance of a party or witness by audiovisual transmission equipment using encrypted software in a court proceeding only in those instances referenced in Rule 5 below. Further, the Court requires pre-approval of a simultaneous appearance of a party or witness by the judge, commissioner or hearing officer conducting the proceeding.
4. Court not a guarantor of access to and/or use of audiovisual transmission equipment and/or encrypted software. If approved, the Court will make every effort to facilitate the simultaneous appearance by audiovisual transmission of a party or witness; however, the Court cannot guarantee access to and/or use of audiovisual transmission equipment and/or encrypted software.
5. Circumstances in which simultaneous appearance by audiovisual transmission equipment may be allowed.
 - (a) Civil and family court proceedings as follows:
 - (1) Witness is beyond the subpoena power of the Court; and/or
 - (2) When compelling circumstances are shown.¹
 - (b) Criminal and post-conviction proceedings as follows:
 - (1) Seventy-two hour hearing and the initial setting of bail²;

(2) Arraignment and entry of plea except in a capital case³;

(3) Pretrial motion(s) that does not involve the taking of testimony⁴;

(4) Protected person as defined in La. R.S. 15:2835;

(5) Employee(s) of criminalistics laboratories, coroners, forensic pathologists, or any other person practicing in the field of knowledge and expertise in the gathering, examination and analysis of evidence by scientific means if presentation of testimony complies with the provisions of La. R.S. 15:502;

(6) Pretrial motion(s) in lawsuit brought by inmate relative to prison conditions or for injury or damages⁶.

6. Court discretion to modify rules. Upon a showing of good cause either by motion of a party or upon its own motion, the Court may require a party to appear in person at a hearing, conference or proceeding listed above if the Court determines that a personal appearance would materially assist in the determination of the proceedings or in the effective management or resolution of the particular case.

7. Need for personal appearance. If the Court determines at any time during a hearing, conference or proceeding conducted by audiovisual transmission equipment that a personal appearance is necessary, the Court may continue the matter and require a personal appearance.

8. Court Reporting. All proceedings involving simultaneous appearance by audiovisual transmission equipment will be reported by a certified court reporter to the same extent and in the same manner as if all participants had appeared in person.

9. Public access. The Court will maintain public access to court proceedings, as provided by law, when a party or witness appears by means of simultaneous audiovisual transmission equipment.

¹ See La. C.C.P. art. 1633.1.

² See La. C.Cr.P. art. 522.

³ See La. District Court Rule 18.1; La. C.Cr.P. arts. 551, 553; La. C.Cr.P. arts. 831-833.

⁴ See La. C.Cr.P. art. 522.

⁵ La. R.S. 15:283 defines “protected person” as the victim of a crime or a witness in a criminal prosecution who is either (1) under the age of seventeen years or (2) has a developmental disability as defined in La. R.S. 28:451.2(12).

⁶ See, La. R.S. 15:1184.

Title - III

Chapter Title - Allotment of Cases

Chapter - 14

22nd JUDICIAL DISTRICT FELONY RANDOM ALLOTMENT PROCEDURES

Rule - 14.0

All felonies under the laws of the State of Louisiana shall be randomly allotted and assigned to the various Divisions of Court that comprise the 22nd Judicial as dictated herein.

Appendix - 14.0A

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

Criminal felony cases shall be divided into three categories which shall be designated as follows:

CATEGORY 1 – All capital cases.

CATEGORY 2 – All non-capital homicides defined in La. R.S. 14:29 and all sex offenses defined in La. R.S. 15:541(24) and other offenses that may be included in these statutes by future amendment.

CATEGORY 3 – All other felonies.

Amended effective January 1, 2009;
amended effective January 1, 2011;
amended effective January 1, 2013;
amended effective March

I. Allotment of Capital Felony Cases – Category 1

All Category 1 cases in Washington and St. Tammany Parishes shall be heard by the ten general jurisdiction divisions of the 22nd Judicial District Court and shall be randomly allotted to those divisions by the respective Clerk of Court’s offices utilizing a random allotment system approved by the 22nd Judicial District Court. Once allotted to a division, the capital case remains with that division, even if the State of Louisiana elects not to seek a capital verdict.

22, 2019; amended effective May 1, 2022; amended effective January 1, 2025; amended effective August 20, 2025

II. Allotment of Non-Capital Felony Cases – Categories 2 and 3

A. Assignment of Divisions to Washington and St. Tammany Parishes All non-capital felony matters, Category 2 and Category 3 felonies, in St. Tammany Parish will be allotted to eight general jurisdiction divisions assigned to St. Tammany Parish. All Category 2 and Category 3 felony criminal matters in Washington Parish will be allotted to two general jurisdiction divisions assigned to Washington Parish.

Beginning on January 1, 2023, the Washington Parish designated divisions for non-capital felonies will be assigned in the following rotation for a two-year period:

Divisions H and J (2023 – 2024)
Divisions I and E (2025 – 2026)
Divisions D and C (2027 – 2028)
Divisions A and B (2029 – 2030)
Divisions F and G (2031 – 2032)

During each respective two-year period, the eight remaining general jurisdiction divisions will be the St. Tammany Parish designated divisions for non-capital felonies.

B. Rotation of Divisional Assignments

The designation of divisions to either St. Tammany or Washington Parish for felony allotment purposes shall be on a two (2) year rotation. The designation of divisions shall be on a volunteer basis, and serving successive rotations by any division in Washington Parish shall not be precluded. Every two years the divisions that are newly designated to serve in Washington Parish shall randomly be assigned one of the two divisional dockets held by the previously designated Washington Parish divisions, and the divisions rotating off service in Washington Parish shall randomly be assigned one of the two divisional dockets he/she is to assume in St. Tammany Parish, except that if a division serves successive rotation in either parish it shall retain that divisional docket.

The Court shall review the random allotments annually to determine the average weekly allotment per division in both Parishes to determine if any corrective procedures to equalize the allotments should be adopted.

C. Post-Conviction matters

All divisions will retain jurisdiction in cases in which the defendant has pled or been found guilty for purposes of post-conviction matters, including defendants awaiting sentence, post-conviction relief, post-conviction hearings and probation revocations.

D. Non-Capital Felony Cases

The random allotment and assignment process for all Category 2 and 3 felonies shall be according to an allotment calendar and principally based upon the date of offense as alleged and reported at or prior to the arrest of the accused. The date of offense shall be shown in writing in a warrant of arrest or affidavit of probable cause or some other form of writing which sets forth the date the accused is alleged to have committed the offense for which the offender has been arrested and booked into the Parish Jail facility. The following guidelines and procedures are hereby established:

1. The court shall make an allotment calendar available to all jail bonding personnel and other individuals responsible for this process. The St. Tammany Parish divisions handling criminal dockets will be randomly assigned weeks of the year, and any offense occurring within a division's week will be assigned to that division subject to certain exceptions set forth below. The Washington Parish divisions handling criminal dockets will be assigned alternating weeks of the year. The lower alphabetical division will be assigned the first week of the year and every other week thereafter.

E. Misdemeanor (Other Than Traffic Offenses, Wildlife Offenses, And Appeals From Courts Of Limited Jurisdiction) Allotment Procedures:

1. Misdemeanor cases for which a defendant does not have a right to a jury trial are not allotted. There shall be one misdemeanor docket in each parish and any of the ten general jurisdiction divisions of court may be scheduled for criminal misdemeanor matters. This allotment rule is subject to the exception set forth in paragraph (E)(2) below for "Duncan Misdemeanors".

2. Duncan Misdemeanors: All misdemeanors for which a defendant is entitled to a jury trial shall be allotted according to the rules set forth herein for non-capital felony cases.

III. Exceptions:

A. Felony Committed Over Period of Time

All Category 2 and 3 felony cases in which the commission of the crime is alleged to have occurred over a period of time of more than one week shall be randomly allotted by the Clerk of Court's office

utilizing a random allotment system approved by the 22nd Judicial District Court.

B. Co-Defendants Follow

With Category 2 or 3 felonies, co-defendants having the same date of offense shall, by application of these rules, be allotted to the same division as one another as determined by the allotment calendar. Co-defendants shall be allotted to the same division as one another regardless of the divisions(s) to which any of them may have been allotted in previous felonies.

C. See Appendix 14.1 for Allotment rules regarding Multiple Charges and Multiple Dates, Previously Committed but Subsequently Filed Offenses, Felony Following Felony, General Transfers, and Transfers for Pleas.

IV. Re-Filed Bills

Any true bills and/or bills of Information which are dismissed or quashed and subsequently re-filed shall be assigned to the division of original allotment. Refiled bills shall be so designated by the state.

V. Felony Reduced to Misdemeanor

An offense originally charged as a felony offense and assigned a division through this process, and that is subsequently screened by the District Attorney as a misdemeanor offense, will remain in this division through the arraignment process for plea and/or assignment for misdemeanor trial.

VI. Specialty Court Allotments

After sentencing, if a condition of probation includes referral to a 22nd Judicial District Specialty Court, the defendant's case shall be allotted to the judge handling that Specialty Court. However, if the sentencing judge is also the Specialty Court judge, a defendant may be assigned automatically to the sentencing judge's Specialty Court. At the sentencing in which a Specialty Court referral is made a condition of probation, the defendant must agree, in writing, to the transfer of his case to the Specialty Court judge for all purposes including revocation. The defendant shall be subject to all of the terms and conditions of Specialty Court.

The Specialty Court office will assign a defendant to a Specialty Court division. The allotment will be made to that division at the first court appearance in Specialty Court.

Effective January 1, 2024, the following divisions are designated Specialty Courts:

Division B – Assisted Outpatient Treatment;
Division C – Court Intervention Services and Veterans Court;
Division D – Behavioral Health Court;
Division E – Re-entry Court;
Division F – Sobriety Court and Adult Drug Court in St. Tammany Parish;
Division G – Family Preservation Court;
Division J – Adult Drug Court in Washington Parish

Note: Division K is designated the Family Solutions Court for all support enforcement cases.

All such designations are pursuant to La. R.S. 13:5304 and 13:5501.

VII. Post-Conviction Matters

All divisions will retain jurisdiction in cases in which the defendant has pled or been found guilty for purposes of post-conviction matters, including defendants awaiting sentence, post-conviction relief, post-conviction hearings and probation revocations.

Title - III

Chapter Title - Allotment of Cases

Chapter - 14

22nd Judicial District Misdemeanor Allotment Procedures

Rule - 14.0

Misdemeanor cases are not allotted. There shall be one misdemeanor docket in each parish and any of the ten general jurisdiction divisions of court may be scheduled for criminal misdemeanor matters.

Appendix - 14.0B

Random Allotment
Traffic Offenses,

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| Title - III | Chapter Title - Allotment of Cases |
| Chapter - 14 | I. The allotment of felonies on defendants with more than one felony shall be as follows: |
| Rule - 14.1 | A. Multiple Charges and Multiple Dates |
| Appendix - 14.1 | Felony offenders having multiple charges and multiple dates of offenses at the time of booking shall be assigned a division and judge using the earliest date of offense identified during the booking process. |
| Allotment - Defendant with More than One Felony Case | B. Previously Committed but Subsequently Filed Offenses |
| Amended effective January 1, 2009 | If a defendant has a case allotted as per Rule 14.0 in Appendix 14.0A, and a bill on another case is subsequently filed that alleges a date of offense that pre-dates the previously allotted offense, the subsequently filed case will be allotted to the same division if it otherwise would follow as set forth below (see Felony following Felony). |
| | C. Felony Following Felony |
| | (See Rule 14.0 in Appendix 14.0A for definitions of Category 1, 2 and 3 felonies.) |
| | Category 3 felonies follow prior Category 2 and other Category 3 felonies. If a defendant has a felony case which is pending and has been previously allotted, any subsequent Category 3 case filed against that defendant will be assigned the division of the first filed case regardless of the date of the offense of the subsequent case. Category 1 and Category 2 cases will not follow a defendant to a division in which a case is pending and has been previously allotted. |
| | If a defendant has cases pending in two or more divisions and is subsequently arrested, any new charges will be allotted to the division of the lowest numbered existing file. |
| | II. Transfers |
| | A. General |
| | Upon written or oral motion of the state, of the defense, or by the court on its own motion, any case may be transferred from one docket of the court to another by order of both of the judges. |
| | B. Transfers for Plea |
| | Transfer to a division that has a prior-filed case or a later-filed case may be accomplished by joint motion of the state and defendant and the judges of both divisions or may be granted on motion of either party after contradictory hearing before the proposed receiving division. By motion and order, one division may allow another to accept a plea from and to impose sentence on a defendant on charges pending in that division. In these circumstances, the state and the defendant must consent and waive any objection. |

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| Title - III | Chapter Title - Assignment of Cases and Preliminary Motions |
| Chapter - 15 | The Court may set any pre-trial and status conferences it deems necessary or appropriate upon written or oral motion by the state, the defendant or itself. |
| Rule - 15.0 | If a defendant fails to appear at a pre-trial or criminal motion setting for which they have been |

Appendix - 15.0

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

Amended effective
March 18, 2015;
amended effective
January 1, 2016.

served personally or through their attorney, an attachment will be issued for their arrest and the bond for this attachment shall be in an amount doubled that of the original bond set for the charge. If the original bond was set as a release on their own recognizance bond then the bond for the attachment shall be Cash, Property or Surety only. Any counsel who had notice and fails to appear may be appropriately sanctioned. The presence of both the client and attorney are required at pre-trial and status conferences unless either's presence is expressly waived by the Court.

ELECTRONIC SIGNATURE

Please see new Appendix 3.4 ("Court-Specific Rules Concerning Judges' Use of Electronic Signatures").

SIMULTANEOUS AUDIOVISUAL APPEARANCE OF A PARTY OR WITNESS

Please see new Appendix 15.3 ("Court-Specific Rules Concerning Simultaneous Appearance by a Party or Witness by Audio-Visual Transmission").

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

Rule - 15.1

Appendix - 15.1

Appointment of Counsel

1. At the hearing held for incarcerated defendants within 72 hours of incarceration, the Court shall make a preliminary determination of indigency. If there is a preliminary determination that the defendant is indigent, he is ordered to make appropriate application with the indigent defenders office. If the indigent defense office fails to concur in the preliminary determination of indigency, it shall traverse the appointment by motion with the Court.
2. If a defendant does not have a hearing under Subsection A when he/she appears for arraignment without counsel, the Court shall make a preliminary determination of indigence. The indigent defenders office shall immediately represent the defendant for arraignment purposes. The defendant shall be ordered to make appropriate application with the indigent defenders office which may traverse the preliminary determination of indigence.
3. If the Court makes a preliminary determination that the defendant is not indigent, it shall set a motion to determine counsel at which time the defendant shall have counsel. Nothing shall prohibit a defendant from making an application to the indigent defenders program despite a preliminary determination of non indigency. If a defendant does so and the indigent defender's office determines the defendant is indigent, it may file a motion to enroll which may be granted ex parts or set for hearing at the discretion of the Court.

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 peremptory exceptions are allowed at the trial judge's discretion.

Rule - 19.0

Appendix - 19.0

Simultaneous
Peremptory Challenges

Title - IV

Chapter Title - Application of Rules

Chapter - 22

La. R.S. 13:621.22 establishes the Twenty-Second Judicial District Family Court.

Rule - 22.0

There shall be a Family Court Docket in the 22nd Judicial District and that docket shall be allotted to Divisions K and L.

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:

1. Annulment of marriage, divorce and separation and related proceedings and incidental matters, including those listed in La. C.C. Art. 105.
2. Property partitions and related proceedings and incidental matters that are associated with the dissolution of marriages.
3. Child-related issues including, but not limited to, issues related to the paternity of children; adoption; filiation; custody, visitation, and support in non-marital cases; name changes for minor children and emancipations.
4. Domestic violence protective orders.
5. Separation of community property regimes.
6. Enforcement of any orders issued in connection with the matters listed in sections (1) – (5) above, including proceedings for contempt of court.
7. Such other matters as may be designated by en banc order of the 22nd Judicial District Court Judges.
8. The Rules and Appendices in Titles I and II of the Louisiana District Court Rules shall apply to all family court proceedings in the absence of a specific rule contained in the Title IV Rules for Family Law Proceedings in Louisiana District Courts and the related Appendices for the 22nd Judicial District Court.

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 Affidavit and/or Joint Custody Implementation Plan; Courts That May Issue Pre-Hearing Orders

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| Title - IV | Chapter Title - Notice and Exchange of Information |
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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)

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| Title - IV | Chapter Title - Notice and Exchange of Information |
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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)

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| Title - IV | Chapter Title - Notice and Exchange of Information |
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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)

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| Title - IV | Chapter Title - Notice and Exchange of Information |
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Chapter - 23

Rule - 23.0

Appendix - 23.0E

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

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| 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 | |

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| Title - IV | Chapter Title - Procedure |
| Chapter - 24 | |
| Rule - 24.1 | |
| Appendix - 24.1 | |
| Court-Specific Rules Concerning Prior or Multiple Filing of Pleadings | |

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| Title - IV | Chapter Title - Procedure |
| Chapter - 24 | A. Subject Matter Jurisdiction |
| Rule - 24.2 | The subject matter jurisdiction for Divisions K and L shall be limited to family and juvenile matters as provided by Article V. Section 15 (A) of the Constitution of the State of Louisiana and La. R.S. 13:621.22. |
| Appendix - 24.2 | |
| Court-Specific Rules Concerning Allotment of Cases | B. Re-allotment of Existing Cases to Family Court |
| Amended effective January 1, 2018. | All existing family court matters shall be randomly re-allotted, beginning January 1, 2009, from Divisions A through J, to Divisions K and L, such re-allotment to occur as pleadings are filed. All new family court civil filings in St. Tammany and Washington Parishes, filed on January 1, 2009, and thereafter, shall be randomly allotted to Divisions K and L. |
| | C. Re-allotment of Family Court Cases Due to Recusal |
| | If the Judge of either family court, Division K or L, is recused from a case, the case will be allotted to the other family court division. In cases filed prior to January 1, 2009, if both judges of the family court, Divisions K and L, are recused from a case, the case will be re-allotted to the general jurisdiction division to which it was allotted prior to January 1, 2009. In new cases filed on January 1, 2009 and thereafter, the cases will be randomly re-allotted to one of the ten general jurisdiction divisions. |
| | D. Juvenile Docket |
| | All juvenile matters in St. Tammany and Washington Parishes shall be allotted to Division “G” effective January 1, 2018 until further notice except for: (1) the Child Support Enforcement Appeal Docket; (2) Juvenile Drug Court; and (3) adoptions involving children that have never been the subject of a Child in Need of Care proceeding. |
| | Any adoption proceeding instituted in this court involving a child that has been the subject of a Child in Need of Care proceeding shall be allotted or transferred to the Division “G” or the city court exercising original juvenile jurisdiction over the child. |
| | E. Child Support Enforcement Appeal Docket |
| | The Child Support Enforcement Appeal Docket (also referred to as Title IV-D or Non-support) shall be assigned to Division K until further notice. |
| | F. The Protective Order Appeal Docket |
| | The Protective Order Appeal Docket shall be assigned to Divisions K and L on a random basis. All Protective Order Petitions shall be assigned to the Commissioner’s docket, unless waived by the Court. |
| | G. Adoption proceedings |
| | To determine allotment of adoption proceedings pursuant to Appendix 24.2(D), each petitioner or their counsel of record shall execute the required Appendix 24.2(G) Juvenile Jurisdiction Certification Affidavit for each child involved in every private, intrafamily, or agency adoption proceeding. The Certification Affidavit shall be filed with the Clerk of Court together with the Petition for Adoption. |
| | Attached to the Petition for Adoption or the Certification Affidavit shall be a copy of the last judgment pertaining to the custody and/or disposition involving the prospective adoptive child. |
| | The Appendix 24.2(G) Juvenile Jurisdiction Certification Affidavit shall contain the following language or language substantially in conformity therewith: |
| | “BEFORE ME, the undersigned notary public, comes _____ Petitioner/Counsel for Petitioner(s), who being duly sworn, did depose and state that he/she is the Petitioner/Counsel for Petitioner(s) in the foregoing Petition for Adoption, that to the best of his/her personal knowledge, information and belief the proposed adoptive child has/has never been the subject of a Child in Need of Care proceeding. |
| | Furthermore, Petitioner/Counsel for Petitioner(s) hereby certifies that (choose one) the 22nd Judicial District Court/Slidell City Court/Bogalusa City Court/other specified has original juvenile jurisdiction over the proposed adoptive child.” |

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| Title - IV | Chapter Title - Procedure |
| Chapter - 24 | Any pleading which a party requests to be walked through to a Judge, must involve extraordinary circumstances warranting the immediate presentation to the Judge. |
| Rule - 24.3 | |
| Appendix - 24.3 | A. Existing Suits Allotted to Divisions K and L |
| Court-Specific Rules Concerning Walk- Through of Pleadings | <p>If an attorney or member of their staff or a self-represented litigant presents a pleading to file which involves extraordinary circumstances, they are to first get written approval to walk through the pleading by the Division Judge or their staff attorney. The attorney or staff member or the self-represented litigant must then present the original pleading to the Clerk's office for filing and check-out the record for presentation to the Judge if authorized by the clerk. After signature by the Judge, the pleading and record are to be returned to the Clerk's office by the attorney or staff member or by the Court.</p> <p>B. New Suits and Existing Suits Prior to Re-Allotment</p> <p>If an attorney or member of their staff or a self-represented litigant presents a pleading to file which involves extraordinary circumstances, they are to first present the original pleading to the Clerk's office for filing and allotment to a Division. The attorney or staff member or self-represented litigant must then get written approval to walk through the pleading by the Division Judge or their staff attorney. The attorney or their staff member or self-represented litigant must then present the original pleading to the Judge for signature. If the pleading is to be filed in an existing suit, the record must be checked out and must accompany the pleading presented for signature. After signature by the Judge, the pleading and file are to be returned to the Clerk's office by the attorney or staff member or by the Court.</p> <p>C. Protective Orders</p> <p>Protective Orders, or pleadings seeking a Protective Order, are allowed to be walked through without prior approval of the Judge, but must first be presented to the Clerk of Court's protective order personnel prior to walk through.</p> |

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| Title - IV | Chapter Title - Procedure |
| Chapter - 24 | A motion to appoint an attorney to locate and represent the interests of an absentee party does not require a Hearing Officer Conference prior to presentation of an Order to the Judge for appointment. |
| Rule - 24.4 | All attorneys who receive appointments pursuant to La. Code Civ. Proc. Art. 5091, et seq. must appear for all scheduled Hearing Officer Conferences, either in person or by pre-arranged virtual conference, and shall appear in open/virtual court on the date of all scheduled hearings and make a note of evidence on the record. |
| Appendix - 24.4 | |

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

Amended effective
January 1, 2025.

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| 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 |
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| Chapter - 24 | |
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| Rule - 24.6 | |
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| Appendix - 24.6 | |
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| Court-Specific Rules Restricting the Preparation of Answers or Other Pleadings; Procedure When a Self- Represented Party Has Filed an Answer | |
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| Title - IV | Chapter Title - Procedure |
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| Chapter - 24 | |
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| Rule - 24.7 | |
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| Appendix - 24.7A | |
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| Court-Specific Rules Concerning Scheduling Hearings and Trials | |
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The following matters shall be set on an expedited basis, as the Court’s schedule permits:

1. Protective Orders
2. Temporary Custody Hearings
3. Rules for Divorce
4. Motions to Compel
5. Exceptions
6. Rules to Terminate the Community
7. Motions to Quash
8. Rules to Show Cause why a Sworn Detailed Descriptive List should not be deemed to constitute a Judicial Determination of Community Assets and Liabilities.
9. Motions for Evaluations
10. Motions for Substance Abuse Testing
11. Any other motion required by law to be set on an expedited basis

Rules or motions not listed above may be set by the court on an expedited basis under the following conditions:

1. The pleading states good cause for setting the matter on an expedited basis and,
2. The mover certifies in the pleading that the hearing shall not exceed thirty minutes, or this condition is waived by the Court.

Matters which qualify to be heard on an expedited basis in Division L may be set on a twice monthly docket designated as the “Rocket Docket”. Matters requested to be set on Division L’s “Rocket Docket” require a certification by the mover that the hearing will not exceed thirty minutes in duration. Other matters may be set on the docket at the discretion of the Division Judge.

In both Divisions K and L, all partition trials, and all hearings which are anticipated to last two or more hours, are to be set on a trial docket/special setting.

In Division L, all fault trials and final periodic spousal support hearings are also to be set on a trial docket/special setting.

| Title - IV | Chapter Title - Procedure |
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| Chapter - 24 | A. The Order of business in Division K on Family Court rule days shall be as follows: |
| Rule - 24.7 | <ol style="list-style-type: none"> 1. Calling of the Divorce Rule Docket by the Hearing Officer at 9:00 a.m.; 2. Calling of the Division Docket by the Hearing Officer; 3. Calling of the Rule Docket and assignment of pre-trial conferences; 4. Motions, Stipulations and Defaults; 5. Pre-trial conferences; 6. While the Judge is conducting pre-trial conferences, the Hearing Officer shall receive stipulations of uncontested matters and evidence of confirmations of default under La. Civil Code Arts. 102 and 103; 7. Signing Judgments of Divorce in uncontested matters; 8. Trial of rules, exceptions or cases fixed on the docket. |
| Appendix - 24.7B | B. The Order of business in Division L shall be as follows: |
| Court-Specific Rules Concerning Order of Business | <ol style="list-style-type: none"> 1. Rule Days <ol style="list-style-type: none"> a) Calling of the Rule Docket and assignment of pre-trial conferences at 9:30 a.m. unless otherwise noticed; b) Motions and Confirmations; c) Stipulations of uncontested matters; d) Pre-trial conferences; e) Trial of rules, exceptions or cases fixed on the docket. 2. Rocket Docket Days <ol style="list-style-type: none"> a) Calling of Divorce Rule Docket by the Hearing Officer at 9:00 a.m.; b) Stipulations of uncontested matters; c) Motions and Confirmations; d) Compliance hearings; e) Pre-trial conferences; f) Trial of rules, exceptions, or cases fixed on the docket. 3. Attorneys of record and all parties are to be present to answer the docket and appear at the Judge's pre-trial of all contested cases, beginning at 9:30 a.m. on the day of court, unless otherwise noticed. <p>C. In Uncontested Adoptions, parties and attorneys of record shall be present in court and prepared to proceed on the date and time noticed and assigned for the hearing. The presence of the parties at the hearing may not be waived except with approval of the Judge, and then only upon written request in the form of an affidavit, executed no more than ten (10) days prior to the hearing. The affidavit shall outline the circumstances requiring the parties' absence, as well as attesting that the parties' testimony at the hearing would be substantially the same as the information provided to the State of Louisiana, Department of Children and Family Services, for preparation of the confidential report.</p> |

| Title - IV | Chapter Title - Procedure |
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| Chapter - 24 | A. Hearings (see Section B for hearing officer conference continuances) |
| Rule - 24.8 | 1. Uncontested Continuances |
| Appendix - 24.8A | A continuance shall be granted if grounds exist as set out in La. Code Civ. Proc. Art. 1602. |
| Court-Specific Rules Concerning Continuances in Family Law Proceedings | A continuance may be granted if good grounds exist as per La. Code Civ. Proc. Art. 1601. It shall be in the assigned Division Judge's discretion to grant a continuance pursuant to La. Code Civ. Proc. Art. 1601. |

If good grounds exist and the parties mutually request a continuance of a scheduled hearing, the attorneys of record and any self-represented party shall file a written Motion to Continue using the Appendix 24.8B Uncontested Motion To Continue form, or a motion substantially in compliance therewith, with a certification signed by all attorneys of record that their clients have knowledge of the filing of the motion and the reasons for the continuance.

Prior to presenting a Motion to Continue, the parties are to obtain a new hearing date. In any matter in Division L , or in any matter assigned a general rule date in Division K, the attorneys, or parties if self-represented, are to contact the Division's minute clerk to obtain an assigned date, or request the next available date, which date is to be included on the form. If the matter requested to be continued has previously been assigned for a special setting in Division K, the parties must contact the Division Judge to obtain authorization for the continuance and obtain a new hearing date. A copy of the filed Motion to Continue must be forwarded by each attorney to their client upon receipt of a certified copy from the clerk's office.

A written Motion to Continue must be filed with the Clerk's office. The Motion is to be forwarded in the normal course of business by the Clerk's office to the Division Judge to whom the case is assigned. Motions to Continue do not qualify for walk-through to the Judge's office unless exigent circumstances exist and the filing is preapproved for walk-through, as set forth in Appendix 24.3. All parties and their attorneys must be present for the assigned court date unless the Order continuing the hearing has been signed or approved by the Division Judge.

2. Contested Continuances

Contested motions to continue shall be filed using an Appendix 24.8C Contested Motion To Continue form, and shall be set for contradictory hearing as per La. Code Civ. Proc. Art. 1605, or the judges in their discretion may grant or deny the motion to continue. If time permits, a status conference with the judge may be scheduled. All parties and their attorneys must appear for the assigned court date unless the Order continuing the hearing has been signed or approved by the Judge.

3. Continuances Without Date

Motions to continue without date are to be granted in the discretion of the Division Judge to whom the case is assigned and will only be considered in exceptional circumstances.

B. Hearing Officer Conferences

1. Uncontested Continuances

If parties request a continuance of their Hearing Officer Conference date, this may result in a continuance of their Rule date, depending on availability on the Hearing Officer docket. If parties mutually agree to continue a scheduled Hearing Officer Conference and Rule date, the attorneys of record and any unrepresented party shall sign and file an Appendix 24.8B Uncontested Motion To Continue form and comply with the other requirements of this Appendix.

2. Contested Continuances

A copy of a contested Motion to Continue that would continue a scheduled Hearing Officer Conference and Rule date shall be provided to the Hearing Officer at facsimile number (985) 809-5398 at or before the time it is filed with the Clerk of Court. If an order continuing the Conference and Rule date is signed, the attorneys and any unrepresented party shall notify the Hearing Officer Coordinator at telephone number 985- 809-5306. All parties and their attorneys must appear for the assigned Hearing Officer Conference and Rule date unless the Order for Continuance has been signed or approved by the Judge.

Lack of/or incomplete discovery responses or the fact that an attorney was recently retained are not automatic grounds for a continuance of the Hearing Officer Conference. Continuances will be evaluated on the merits on a case-by-case basis.

If the written Motion to Continue is not signed or approved by the Division Judge prior to the Hearing Officer Conference, and if the moving party fails to appear for the scheduled Hearing Officer Conference, the Hearing Officer may recommend that the pending rule or motion be dismissed.

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| Title - IV | Chapter Title - Procedure |
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| Chapter - 24 |
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| Rule - 24.8 | http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8B.pdf |
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| Appendix - 24.8B |
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| Uncontested Motion To Continue (form) |
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| Title - IV | Chapter Title - Procedure |
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| Chapter - 24 |
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| Rule - 24.8 | http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8C.pdf |
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| Appendix - 24.8C |
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| Contested Motion To Continue (form) |
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| Title - IV | Chapter Title - Procedure |
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| Chapter - 24 |
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| Rule - 24.9 |
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| Appendix - 24.9 |
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| Court-Specific Rules Concerning Discovery |
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| Title - IV | Chapter Title - Procedure |
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| Chapter - 24 |
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| Rule - 24.10 |
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| Appendix - 24.10 |
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| Court-Specific Rules Concerning Setting of Pre-Trial Conferences |
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| A) Status Conferences |
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| It shall be within the Division Judge's discretion whether a status conference shall be scheduled. If a party desires a status conference, they shall fax a letter to the Judge's office stating that they have conferred with all opposing parties and all have agreed to a status conference. The letter shall set forth the issues to be discussed. The attorneys shall confirm with the Judge's office whether the status conference is to be held and whether their appearance is to be by telephone or they are to personally appear before the Judge. |
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| B) Scheduling Conferences |
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| Either party or the parties by joint motion shall file a motion to set for trial or a motion for a scheduling conference. Upon written request made in advance and at the discretion of the trial judge, parties and/or attorneys may participate at the scheduling conference by telephone. Upon conclusion of the scheduling conference, a case management scheduling order will be prepared and will be forwarded to the parties or their counsel within three business days after the scheduling conference. |
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| Title - IV | Chapter Title - Procedure |
| Chapter - 24 | A. Judgments of Divorce in Chambers pursuant to La. Code Civ. Proc. Art. 1702(E): Confirmation of a default judgment of divorce under La. C.C. Art. 103(1) may also be accomplished by affidavit in accordance with La. Code Civ. Proc. Art. 1702E. In such instances, the mover and/or mover's attorney shall complete the appropriate divorce checklist (See Appendix 28.1B). The appropriate checklist and affidavit must accompany the filing of the Judgment of Divorce. |
| Rule - 24.11 | |
| Appendix - 24.11 | |
| Court-Specific Rules Concerning Hearings in Chambers in Family Law Proceedings Pursuant to La. R.S. 9:302 | 1. Summary Judgment of Divorce in Chambers pursuant to La. Code Civ. Proc. Art. 969(B): A Judgment of Divorce under La. Civil Code Art. 103(1) may be accomplished in accordance with La. Code Civ. Proc. Art. 969(B). In such instances, the attorney for one of the parties shall complete the appropriate divorce checklist (See Appendix 28.2 B). The appropriate checklist must accompany the filing of the Judgment of Divorce. |

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| Title - IV | Chapter Title - Procedure |
| Chapter - 24 | A. The parties are not to bring or allow their minor children to be brought to the courthouse for any family court proceeding, including Hearing Officer Conferences and court appearances, without prior court approval. |
| Rule - 24.12 | |
| Appendix - 24.12 | B. If a party plans to call a minor child as a witness in a family court proceeding, arrangements shall be made to have the child available at a location other than the courthouse, until ordered by the Judge. |
| Court-Specific Rules Concerning the Presence of Children in the Courtroom and/or Hearing Officer Conferences | C. Parties are prohibited from bringing children under the age of 12 years to any family court proceedings including Hearing Officer Conferences and court appearances. |
| Amended effective March 22, 2019. | D. Parties are allowed to bring children involved in an uncontested adoption proceeding to the court hearing. |
| | E. If a Watermeier hearing is requested to be held, a motion and order for same must be filed at least 20 (twenty) days prior to the hearing. If the order is granted, proposed questions for the child shall be submitted to the Court and provided to opposing counsel/party at least 5 (five) days prior to the hearing. Any objections to specific questions must be submitted to opposing counsel/party at least 2 (two) days prior to the hearing. In the event that each party submits questions for the child to the Court timely, the time spent by the Judge questioning the child will be equally assessed to the parties. The parties may not supply the questions to the child or discuss their testimony, nor may they have any other person do so on their behalf. All Watermeier questions are to be filed under seal in the record. |

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| Title - IV | Chapter Title - Procedure |
| Chapter - 24 | A. Motions for Evaluations shall be set on an expedited basis, as the Court's schedule permits. |
| Rule - 24.13 | |
| Appendix - 24.13 | B. At the time of the Hearing Officer Conference, if either party has moved for an evaluation pursuant to La. R.S. 9:331, the parties or their counsel shall have an opportunity to provide a verbal statement and/or documentary evidence of their positions. The Hearing Officer shall then recommend whether an evaluation is appropriate, and if so, how the costs shall be apportioned. This will remain a recommendation only until the date assigned for hearing on the Court's docket, unless no objection is filed, in which case the recommendation becomes a final order of the Court. |
| Court-Specific Rules Concerning Mental Health Evaluations in Family Law Proceedings | C. Unless otherwise agreed by the parties, when an evaluation is ordered by the Court pursuant to La. R.S. 9:331, the "mental health professional" shall be a person who possesses at least a Master's degree in counseling, social work, psychology, or marriage and family counseling, or be a licensed psychiatrist. |

D. When a mental health evaluator has been appointed by the Court, there shall be no ex parte communication by the litigants or their attorneys with the mental health evaluator unless authorized by law or court order, or requested by the mental health evaluator. Unless otherwise agreed by the parties or authorized by the mental health evaluator, all verbal communications with the mental health evaluator shall be by teleconference or meeting in which each party to the proceeding participates either through their attorney or as a self-represented litigant. All written communication or correspondence to the mental health evaluator, along with any attachments thereto, shall be provided promptly to all parties to the litigation or their attorneys of record.

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| 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 | |

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| Title - IV | Chapter Title - Judgments and Stipulations |
| Chapter - 25 | A. Submission of Judgments, Orders and Rulings |
| Rule - 25.0 | All judgments, orders and rulings shall be presented first to the Judge of the Family Court Division to whom the case is assigned. If that Judge is not available, in cases that require immediate action, the judgment, order or ruling is to be submitted to the other Judge in Division K or L, unless the judgment, order or ruling is required by law to be signed by the judge who rendered it. |
| Appendix - 25.0 | 1. Form of Judgments, Orders and Rulings |
| Court-Specific Rules on Preparation and Submission of Judgments in Family Law Proceedings | All judgments, orders and rulings must be prepared and submitted as provided by Louisiana District Court Rule 9.5. |
| Amended effective March 22, 2019. | 2. Time for Submission of Judgments, Orders and Rulings |
| | All judgments, orders, and rulings are to be filed and submitted to the Court within 20 days of the stipulation or rendition of judgment unless otherwise ordered by the Court. |
| | In the event the parties do not agree on the language to be contained in the judgment, then the objecting party shall submit the transcript of the ruling at issue and their proposed judgment to the Court, as required in the Order To Prepare Judgment/Orders form in this Appendix. |
| | 3. Penalties for Failure to comply with Court Order to Prepare Judgments, Orders and Rulings |
| | The court may order the parties and their attorneys, or self-represented litigants, to appear in court to show cause why they should not be held in contempt and why appropriate sanctions should not be imposed for failure to comply with the courts orders to prepare the judgment, order or ruling. |
| | ***** |
| | Order To Prepare Judgment/Orders form |

VERSUS

JUDICIAL DISTRICT COURT

_____, DIVISION “ _____ ”

PARISH OF _____

STATE OF LOUISIANA

FILED: _____

DEPUTY CLERK

ORDER TO PREPARE JUDGMENT/ORDERS

Pursuant to the Judgment/Order rendered by the court on this date in this matter,

IT IS HEREBY ORDERED that _____ is to prepare and submit to the court the following within _____ days hereof:

- ☐ Judgment ☐ Joint Custody Implementation Plan
☐ Order ☐ Other _____

IT IS FURTHER ORDERED that said Judgment/Order/Plan shall be submitted/filed as follows:

☐ Filed with the clerk of court by the _____ day of _____, 20____.

IT IS FURTHER ORDERED that all Judgments/Orders/Plans, with the exception of default judgments, shall contain the certificate required by Rule 9.5 of the Louisiana District Court Rules, and if there is opposition to the wording of the Judgment/Order/Plan, the reasons for the opposition shall be in writing, and the objecting party is to attach a certified copy of the transcript of the ruling or stipulation at issue. The costs of ordering and filing of the transcript are to be paid by:

- ☐ The objecting party ☐ Shared equally by the parties

IT IS FURTHER ORDERED that all Judgments and Orders shall include the following:

1. The date and place the Judgment/Order is rendered (city, state, open court/chambers).
2. The date and place the Judgment/Order is read and signed (city, state, open court/chambers) with a space for the date to be filled in by the judge.
3. The typewritten name of the judge who rendered the Judgment/Order.
4. The page of the Judgment/Order containing the judge's signature line must reflect the docket number and title of the pleading.

IT IS FURTHER ORDERED that all consent judgments shall be signed by all parties, and if represented, by their respective attorneys, unless the parties appeared in open court and stipulated to same under oath.

IT IS FURTHER ORDERED that, in the event the Judgment/Order/Plan has not been submitted and/or filed as indicated above by the due date, all parties and their respective attorneys shall appear on the _____ day of _____, 20____, at _____ o'clock ____m. to show cause why they should not be held in contempt of court and why appropriate sanctions should not be imposed.

NOTICE is hereby given to parties and attorneys that failure to appear on the date assigned may result in a finding of contempt of court and is punishable in accordance with La. R.S. 13:4611. Penalties may be assessed against any attorney who fails to cooperate in, or causes unnecessary delay in having a judgment signed as required herein.

Signed in open court/chambers in _____, Louisiana, this _____ day of _____, 20____.

(Judge or Hearing Officer's typed name)

By my signature below, I acknowledge that I have received a copy of this order, that I am fully aware of the deadlines and hearing date set forth herein, and I waive further notice of the hearing.

Petitioner

Defendant

Attorney for Petitioner

Attorney for Defendant

Telephone Number

Telephone Number

B. Stipulations

If the parties reach a stipulation on matters set for hearing before the Court, and the stipulation has not been reduced to judgment and filed on or before the hearing date, the following rules apply:

1. A written stipulation is to be prepared on the Stipulation Form (See Appendix 35.4) and signed by the parties and their attorneys and filed into the record on or before the set court date, unless a continuance has been granted by the Court, or
2. An oral stipulation is to be made in Open Court, on or before the set court date, and heard before the Hearing Officer or Division Judge. All parties and their counsel are required to be present when the stipulation is placed on the record, unless their presence is waived by the Hearing Officer or Division Judge.

A Judgment decreeing Separation of Property under La. Civil Code Art. 2374C may be obtained in one of the following ways:

1. Upon joint motion and consent judgment executed by the spouses establishing the spouses have lived separate and apart without reconciliation for at least thirty days from the date of, or prior to, the filing of the Petition for Divorce.
2. Upon motion of either spouse, and submission of supporting affidavit(s) executed by both spouses, jointly or separately, establishing the spouses have lived separate and apart without reconciliation for at least thirty days from the date of, or prior to, the filing of the Petition for Divorce and requesting judgment be rendered as prayed for.
3. Upon motion of either spouse, to be served on and tried contradictorily with the adverse party.

C. Consent Judgment

If the parties reach a consent and in the proposed judgment a party is awarded custody or unsupervised visitation of a minor child, the original Appendix 25.0A or 25.0B, whichever is applicable, with all required attachments, shall be filed with the proposed Consent Judgment.

APPENDIX 25.0A: CONSENT JUDGMENT

Child Custody Judgment Certificate with no prior finding
by a Court of Violence/Abuse

By signing and submitting a Consent Judgment to the Court, the parties hereby certify that:

1. No party awarded custody or unsupervised visitation of a child herein has a history of perpetrating family violence, domestic abuse, or sexual abuse as defined by La. R.S. 9:362, R.S. 9:341, R.S. 9:364 (A), R.S. 46:2132, or R.S. 14:403 (A)(4)(b).

2. This certification is true and correct to the best of the parties' knowledge, information and belief.

Dated and signed this _____ Dated and signed this _____ day of
_____, 20____ day of _____, 20____

Petitioner Defendant

APPENDIX 25.0B: CONSENT JUDGMENT

Child Custody Judgment Certification with prior finding
by a Court of Violence/Abuse

By signing and submitting a Consent Judgment to the Court, the parties hereby certify that:

1. One or more of the parties awarded custody or unsupervised visitation herein has a history of perpetrating family violence, domestic abuse, or sexual abuse as defined by La. R.S. 9:362, R.S. 9:341, R.S. 9:364 (A), R.S. 46:2132, or R.S. 14:403 (A)(4)(b). The history is listed below and all judgments or orders which are not contained in this record, are attached hereto.

AND, one of the following is applicable:

☐ A. The non-perpetrating party is granted sole custody in the Consent Judgment and the perpetrating party is granted supervised visitation only.

OR

☐ B. Since the last incidence of abuse, all three of the following conditions apply:

(A) The perpetrator has successfully completed a court-monitored domestic abuse intervention program as defined in La. R.S. 9:362(3) or a treatment program designed for sexual abuse. A certificate of completion is attached hereto.

and

(B) The perpetrating parent is not abusing alcohol or using illegal substances scheduled in La. R.S. 40:964.

and

(C) The best interest of the child or children, considering the factors listed in C.C. art. 134, requires the perpetrating parent's participation as a custodial parent because of the other parent's absence, mental illness, substance abuse, or other circumstance negatively affecting the child or children.

2. This certification is true and correct to the best of the parties' knowledge, information and belief.

3. The parties specifically waive a hearing herein. They acknowledge that the court may set the matter for hearing before approval of their consent agreement.

Dated and signed this _____ Dated and signed this _____
day of _____, 20____ day of _____, 20____

Petitioner Defendant

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

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 Testimony Required

Rule - 27.0 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 La. Civil Code Art. 102.

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

Waiver of Hearing

After filing a rule to show cause in a pending divorce proceeding, the Court may enter a Judgment granting a Judgment of Divorce under La. Civil Code Art. 102 without the appearance of mover or counsel if, at the time of the scheduled hearing, the record contains (1) The Rule, (2) Proof of service of the Petition or waiver of service, (3) An Affidavit executed by the mover as required by La. Code Civ. Proc. Art. 3952, (4) Proof of service of the Rule or waiver of service, (5) An Affidavit executed by the mover after the Rule was filed as required by La. Code Civ. Proc. Art. 3956(5), and (6) the checklist contained in Appendix 26.1A completed and signed by the mover/counsel for the mover.

Required Affidavits

The entering of a divorce pursuant to La. Civil Code Art. 102 may be accomplished by affidavit in accordance with La. Code Civ. Proc. Art. 3951, et seq. In that event, the mover and/or mover's attorney shall complete and submit the checklist as contained in Appendix 27.0A. The checklist and affidavit shall be filed no later than the date the Rule is fixed for hearing.

Dismissal of Divorce

A dismissal of a Petition for Divorce under Civil Code Article 102 shall be rendered upon joint motion

of the parties and upon payment of all costs, or upon contradictory motion filed by the mover.

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| Title - IV | Chapter Title - Divorces Pursuant to La. Civ. Code Article 102 |
| Chapter - 27 | The entering of a divorce pursuant to La. Civil Code Art 102 may be accomplished by affidavit in accordance with La. Code Civ. Proc. Art. 3951, et seq. In that event, the mover and/or mover's attorney shall complete and submit the appropriate Louisiana Civil Code Article 102 Divorce Form. The appropriate form and affidavit shall be filed no later than the date the Rule is fixed for hearing. |
| Rule - 27.0 | |
| Appendix - 27.0C | |
| Court-Specific Rules Concerning Allowance of Divorce by Affidavit in a La. C.C. art. 102 Divorce | After filing a rule to show cause in a pending divorce proceeding, the Court may enter a Judgment granting a Judgment of Divorce under La. Civil Code Art. 102 without the appearance of mover or counsel if, at the time of the scheduled hearing, the record contains (1) The Rule, (2) Proof of service of the Petition or waiver of service, (3) An Affidavit executed by the mover as required by La. Code Civ. Proc. Art. 3952, (4) Proof of service of the Rule or waiver of service, (5) An Affidavit executed by the mover after the Rule was filed as required by La. Code Civ. Proc. Art. 3956(5), and (6) the appropriate form (Appendix Form A) completed and signed by the mover/counsel for the mover. |

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| 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) | |

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|--|---|
| 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) | |

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|---------------------|---|
| 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

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 La. Civil Code Art. 103(1). The Judgment of Divorce must contain a certification by the Clerk of Court that all costs have been paid.

Rule - 28.0

Appendix - 28.0

Court-Specific Rules
Concerning Default
Judgments

Title - IV

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

Chapter - 28

Confirmation of divorce under La. C.C. Art. 103(1) may also be accomplished by affidavit in accordance with La. Code Civ. Proc. Art. 1702E. In such instances, the mover and/or mover's attorney shall complete the appropriate Default Confirmation Under Code of Civil Procedure Article 1702E form in Appendix 28.1B of the District Court Rules. The appropriate form and affidavit must accompany the filing of the Judgment of Divorce.

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

Confirmation of a default judgment of divorce under La. C.C. Art. 103(1) may also be accomplished by affidavit in accordance with La. Code Civ. Proc. Art. 1702E. In such instances, the mover and/or mover's attorney shall complete the appropriate divorce checklist (See Appendix 28.1B). The appropriate checklist and affidavit must accompany the filing of the Judgment of Divorce.

Rule - 28.1

Appendix - 28.1C

Courts That Require the
Filing of a La. C.C.P. art.

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| Title - IV | Chapter Title - Divorces Pursuant to La. Civ. Code Article 103 |
| Chapter - 28 | A Judgment of Divorce under La. Civil Code Art. 103(1) may be accomplished in accordance with La. Code Civ. Proc. Art. 969(B)(see Appendix 28.2B). In such instances, the mover and/or mover's attorney shall complete the appropriate divorce checklist. The appropriate checklist and affidavit must accompany the filing of the Judgment of Divorce. |
| Rule - 28.2 | |
| Appendix - 28.2A | |
| Courts That Require the Filing of a La. C.C.P. art. 969(B) Divorce Checklist | |

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| 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) | |

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| 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) | |

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| 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 | |

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| <p>Title - IV</p> <p>Chapter - 29</p> <p>Rule - 29.0</p> <p>Appendix - 29.0A</p> <p>Application for Ex Parte Temporary Custody Order – Affidavit of Mover in Compliance with La. C.C.P. art. 3945 (B) (form)</p> | <p>Chapter Title - Custody and Visitation Orders</p> <p>http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0A.pdf</p> |
| <p>Title - IV</p> <p>Chapter - 29</p> <p>Rule - 29.0</p> <p>Appendix - 29.0B</p> <p>Application for Ex Parte Temporary Custody Order –Certification by Applicant’s Attorney in Compliance with La. C.C.P. art. 3945(B) (form)</p> | <p>Chapter Title - Custody and Visitation Orders</p> <p>http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0B.pdf</p> |
| <p>Title - IV</p> <p>Chapter - 29</p> <p>Rule - 29.0</p> <p>Appendix - 29.0C</p> <p>Court-Specific Rules Concerning Ex Parte Custody Orders</p> <p>Amended December 6, 2016, effective January 1, 2017; amended effective January 1, 2025.</p> | <p>Chapter Title - Custody and Visitation Orders</p> <p>A. If an ex parte change of custody order is sought when a prior legal custody filing exists involving the same child or children, the ex parte motion must specifically reference any prior custody order, judgment or pending custody pleadings, and a copy of these documents must be attached to the ex parte motion.</p> <p>B. Each ex parte application must be accompanied by the Appendix 29.0A Affidavit of Mover in Compliance with La. C.C.P. art. 3945(B) and the Appendix 29.0B Certification by Applicant’s Attorney in Compliance with La. C.C.P. art. 3945(B), or the equivalent of those forms, before an order will be considered.</p> <p>C. A request for an Ex parte Temporary Custody Order must be property filed according to law, together with all required forms, and accepted by the Clerk of Court, prior to 2:00 p.m. on a business day, in order to be processed and submitted for consideration by the Court on the same day. Any request for Ex parte Temporary Custody Order filed after 2:00 p.m., will be processed and submitted to the Court on the next business day.</p> <p>D. The hearing required by La. C.C.P. art. 3945(D) or (F) may be set before a Hearing Officer and is limited to one (1) hour, unless good cause is shown during the hearing. If the hearing is before a Hearing Officer, any objection to the Hearing Officer’s recommendation shall be made at the close of the hearing before any party leaves the courtroom. Any party objecting to the Hearing Officer’s recommendation shall immediately notify the Deputy Clerk of Court present in the courtroom and shall file their written objection with the Clerk of Court within five days, exclusive of legal holidays. Failure of a party to notify the Deputy Clerk of Court of their objection before leaving the courtroom or subsequent failure to timely file their written objection, after having objected by the close of the hearing as provided herein, waives the objection to the recommendation. The Hearing Officer conducting the hearing pursuant to La. C.C.P. 3945 shall have the authority to recommended modification of legal and/or physical custody pending the rule date. The recommendation of the Hearing Officer shall become a temporary order of the court upon the Judge’s signature and pending</p> |

further orders of the court.

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| Title - IV | Chapter Title - Custody and Visitation Orders |
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| Chapter - 29 |
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| Rule - 29.1 |
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| Appendix - 29.1 |
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| Court-Specific Rules Concerning Temporary Custody Orders |
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| Title - IV | Chapter Title - Custody and Visitation Orders |
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| Chapter - 29 |
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| Rule - 29.2 | http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2A.pdf |
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| Appendix - 29.2A |
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| Joint Custody Plan (With Domiciliary Parent) (form) |
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| Title - IV | Chapter Title - Custody and Visitation Orders |
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| Chapter - 29 |
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| Rule - 29.2 | http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2B.pdf |
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| Appendix - 29.2B |
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| Joint Custody Plan (Without Domiciliary Parent) (form) |
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| Title - IV | Chapter Title - Custody and Visitation Orders |
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| Chapter - 29 |
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| Rule - 29.3 |
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| Appendix - 29.3 |
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| Court-Specific Rules Concerning Parenting Classes |
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| Title - IV | Chapter Title - Custody and Visitation Orders |
| Chapter - 29 | A. At the time of the Hearing Officer Conference, the Hearing Officer may make a finding that a mediator and/or a parenting coordinator should be appointed. The Hearing Officer may also make recommendations referring the parties to the court's social workers or other mental health professionals or experts to discuss parenting schedules, co-parenting and parenting classes, medical and/or psychological evaluation, drug testing, counseling, and substance abuse treatment. |
| Rule - 29.4 | |
| Appendix - 29.4 | |
| Court-Specific Rules Concerning Mediation | <p>B. Mediation:</p> <p>1) The parties 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 may make a finding that the matter is appropriate for mediation, or another form of alternative dispute resolution.</p> <p>2) The case may be mediated by court approved mediators who meet qualifications set forth in La R.S. 9:334. Mediators shall preserve and maintain the confidentiality of mediation proceedings pursuant to La R.S. 9:332C.</p> <p>3) In order to be listed as an approved mediator, a mediator must be listed on the roster of approved custody and visitation mediators with the Louisiana State Bar Association Alternative Dispute Resolution Section.</p> <p>4) Notwithstanding any other provision of law to the contrary, in any separation, divorce, child custody, visitation, child support, spousal support, or community property proceeding, a party who satisfies the court that they, or any of the children, have been the victim of family violence perpetrated by the other party shall not be court ordered to participate in mediation.</p> |

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| 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 a Foreign or Out-of-State Custody Order (form) | |

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| 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 | |

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| 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 | A. All detailed descriptive lists shall be filed in accordance with La. R.S 9:2801. For a sample descriptive list, see Appendices 32.0A through 32.0D. |
| Rule - 30.0 | |
| Appendix - 30.0E | B. Subsequent to the filing of a detailed descriptive list on behalf of each party, and at least 7 days before the HOC, the parties shall confer and prepare a combined detailed descriptive list (See Appendices 30.0C and 30.0D). The combined list shall be filed in accordance with the Partition Case Management Schedule issued by the court. |
| Court-Specific Rules Concerning Detailed | |

Descriptive Lists

C. At the conference with the Court’s designated Hearing Officer, the Hearing Officer shall have the authority to make a recommendation to the trial judge regarding the appointment of an expert and/or special master, the need to continue the trial date, or other such appropriate recommendations.

D. The parties and/or their counsel shall comply with all provisions of the Partition Case Management Schedule and pre-trial order. Failure to comply may result in sanctions that include the rejection of non-conforming pleadings, the loss of the trial date, the striking of witnesses and/or exhibits, and other sanctions as deemed appropriate for the administration of justice by the trial judge.

Title - IV

Chapter Title - Partition of Community Property

Chapter - 30

A. At a Hearing Officer Conference addressing community, separate or mixed property issues, the Hearing Officer shall have the authority to make a recommendation to the trial Judge regarding the appointment of an expert and/or special master.

Rule - 30.1

Appendix - 30.1

Court-Specific Rules
Concerning Appointed
Special Masters and
Experts

B. When a special master or expert has been appointed by the Court, there shall be no ex parte communication by the litigants or their attorneys with the special master or expert unless authorized by law or court order, or requested by the special master or expert. Unless otherwise agreed by the parties or authorized by the special master or expert, all verbal communication with the special master or expert shall be by teleconference or meeting in which each party to the proceeding participates either through their attorney or as a self-represented litigant. All written communication or correspondence to the special master or expert, along with any attachments thereto, shall be provided promptly to all parties to the litigation or their attorneys of record.

Title - IV

Chapter Title - Partition of Community Property

Chapter - 30

A. Subsequent to the filing of a detailed descriptive list on behalf of each party, and at least 7 days before the HOC, the parties shall confer and prepare a joint detailed descriptive list (See Appendices 30.0C and 30.0D). The joint list shall be filed in accordance with the Partition Case Management Schedule issued by the court.

Rule - 30.2

Appendix - 30.2

Court-Specific Rules
Concerning Partition of
Community Property

B. At the conference with the Court’s designated Hearing Officer, the Hearing Officer shall have the authority to make a recommendation to the trial judge regarding the appointment of an expert and/or special master, the need to continue the trial date, or other such appropriate recommendations.

C. The parties and/or their counsel shall comply with all provisions of the Partition Case Management Schedule and pre-trial order. Failure to comply may result in sanctions that include the rejection of non-conforming pleadings, the loss of the trial date, the striking of witnesses and/or exhibits, and other sanctions as deemed appropriate for the administration of justice by the trial judge.

Title - IV

Chapter Title - Other Rules

Chapter - 31

The use of cell phone, electronic, digital or wireless devices of any kind is strictly prohibited in the courtroom and in chambers at all times unless prior approval by the Court is granted.

Rule - 31.0

Appendix - 31.0

The use of cell phone, electronic, digital or wireless devices of any kind is strictly prohibited during Hearing Officer Conferences at all times unless prior approval by the Hearing Officer is granted.

Court-Specific Rules
Concerning Use of
Electronic and Recording
Devices

The term ‘use’ includes, but is not limited to, the sending or receiving of mobile phone calls, text messages and email. It also includes sending, receiving, viewing or recording video or audio, camera use and web browsing. Such devices shall be turned “OFF” at all times whether or not the Court or a Hearing Officer Conference is in session.

Penalties for violation of this Court Rule may include a finding of contempt of court, with all applicable penalties provided by state law, including but not limited to confiscation of the device(s) and/or monetary sanctions.

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

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****I. Hearing Officers – General****Rule - 32.0**

Pursuant to La. R.S. 46:236.5(C), an expedited process for the establishment of paternity and the establishment and enforcement of support and other related family and domestic matters in District Court using hearing officers is implemented by the 22nd Judicial District Court as contained in the statute. The judges may appoint Hearing Officers to hear paternity, support, and other domestic and family related matters, as those matters are defined in the statute. The Hearing Officers may act as finders of fact and may make recommendations to the Court as authorized by the statute.

Appendix - 32.0B

Court-Specific Rules on
Hearing Officers and
Domestic Commissioners

Amended December 6,
2016, effective January
1, 2017.

The 22nd Judicial District Court Judges, by majority vote, shall determine the number of Hearing Officers for the Family Court Docket and shall set the salaries of the Hearing Officers and any other personnel employed to implement these procedures.

The Hearing Officers shall be full or part time employees of the Court and shall be attorneys who have been in good standing with any state bar association for not less than five (5) years and who have prior experience in cases involving child support services.

The Hearing Officers shall have authority to perform and shall perform any and all duties assigned to them by the Judges of the 22nd Judicial District Court, which are consistent with LSA R.S. 46:236.5, as it presently exists or as it may be supplemented or amended.

Hearing Officer(s) shall be prohibited from appearing or practicing as an attorney before the 22nd Judicial District Court, separate and apart from their duties as a Hearing Officer.

II. Hearing Officer Procedure**A. Matters to Be Heard by Hearing Officers**

The Hearing Officers shall conduct Hearing Officer Conferences on summary proceeding matters concerning child custody and visitation, child support, interim periodic support, final periodic support, use and occupancy of the family home, use of community movable property, contempt of court, attorney's fees and such other matters as may be authorized by law and as directed by the District Judge.

B. Hearing Officer Conference

After filing of Family Court pleadings, all parties and their attorneys of record, or attorneys with full settlement authority, shall be required to attend a Hearing Officer Conference with the assigned Hearing Officer, unless specifically waived by the Court.

C. Waiver of Hearing Officer Conference**1. Final Periodic Support Cases**

When a party is seeking final periodic support, the matter shall be bifurcated and first set in regular course on the appropriate Division's trial 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, or the parties stipulate to mover's freedom from fault, a Hearing Officer Conference shall be scheduled, as soon as the docket permits, for a recommendation on the amount of final periodic support. If either party objects to any of the Hearing Officer's recommendations, the matter shall proceed before the District Judge as scheduled. 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 of the amount of spousal support.

2. Absentee Party Cases

A motion to appoint an attorney to locate and represent the interests of an absentee party does not require a Hearing Officer Conference prior to presentation of an order to the Judge for appointment. An appointed attorney shall appear either in person or by pre-arranged telephone conference, and represent the interests of their client at the assigned Hearing Officer Conference which addresses the merits of the case.

3. Domestic Violence Cases

If there has been a judicial determination of domestic violence between the parties, they shall not be required to appear at the Hearing Officer Conference. Documentation establishing the violence shall be provided to the Hearing Officer Coordinator, at facsimile number (985) 809-5398, immediately after notice of the Hearing Officer Conference is received.

4. Cases in which Exceptions are Filed

If an Exception has been filed involving issues that are required to be set before a hearing officer, then the Exception shall be set for hearing before the Judge, on or before the Hearing Officer Conference, if the court's schedule allows. The Judge shall conduct a hearing on the Exception and may thereafter immediately proceed with the hearing on the pleading to which the Exception was urged or order the parties to attend a Hearing Officer Conference or take such other actions as provided for by law. At the Judge's discretion, after an exception is filed, the Hearing Officer Conference may be waived.

D. Procedure Prior to the Hearing Officer Conference

1. In all suits for divorce and in suits assigned to the Family Court, each party shall be served with an Appendix 23.0D Hearing Officer Conference and Information Order, and shall prepare, and exchange with the opposing counsel or party, the appropriate portions of the mandatory Appendix 23.0B Family Law Affidavit, with required attachments, five (5) business days prior to the Hearing Officer Conference. The original Family Law Affidavit and required documents shall be submitted to the Hearing Officer at the Hearing Officer Conference.

2. The parties are to personally sign the Appendix 23.0B Family Law Affidavit, under oath, certifying that the information contained therein and the attached documents are complete, true and correct to the best of their knowledge, information and belief. The parties are to immediately amend the affidavit and provide new documentation, if any of the information changes contained in the affidavit, prior to the hearing, and shall immediately correct any errors discovered after completion. Any amended Family Law Affidavit is to be provided to the opposing party and also a copy provided to the Hearing Officer at any subsequent conference.

3. A party's failure to comply with the Hearing Officer Conference and Information Order may result in penalties and sanctions. If a party does not provide the required Family Law Affidavit, documents and financial information as ordered by the Court, necessary for the Hearing Officer to make a determination as to the amount of child support or spousal support, then the Hearing Officer may recommend any of the following:

- a) The party failing to produce the financial information be found in Contempt of Court with sanctions to be imposed;
- b) The matter be dismissed without prejudice;
- c) Good cause exists to modify the retroactivity of the award;
- d) Temporary orders issue 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 setting temporary child support or spousal support or for a hearing on Contempt of Court. The temporary order shall be without prejudice and shall not affect claims or retroactivity except for good cause shown.

4. If a party or attorney, after having been duly cited and served with process, fails to appear or remain for the duration of a Hearing Officer Conference, or is removed from the conference for disorderly or disruptive behavior, the Hearing Officer may impose or recommend a finding of contempt and appropriate sanctions in accordance with La. R.S. 46:236.5(C)(3)(f) and La. R.S. 46:236.5(C)(4)(g).

5. If there are complicated or extraordinary issues that will require a Hearing Officer Conference

longer than one and one-half (1 ½) hours, the parties shall request an extended Hearing Officer Conference in the order attached to the pleading.

6. If a case involves an unusual issue of law or a deviation in child support, a party may file a memorandum. The memorandum shall include case law or statutory authority in support of the deviation or on the unusual issue of law. The memorandum must be provided to the Hearing Officer, opposing party and/or counsel at least three (3) days, exclusive of legal holidays, prior to the Hearing Officer Conference. The responsive party may file a memorandum one (1) day prior to the Hearing Officer Conference and shall provide a copy to the Hearing Officer and opposing counsel or party at the time of filing.

7. For rules concerning continuances of Hearing Officer Conferences, see Appendix 24.8A.

8. Participation by Telephone: No party or attorney may participate by phone unless extraordinary circumstances exist and the request is approved in advance by the Hearing Officer. The party making the request shall notify the opposing party and inform the Hearing Officer if the request is opposed.

E. Procedure During the Hearing Officer Conference

All parties and their attorneys are required to participate in the Hearing Officer Conference. The original Family Law Affidavit and required documents shall be submitted to the Hearing Officer at the Hearing Officer Conference. At the time of the Hearing Officer Conference, the Hearing Officer may make a finding that a mediator and/or parenting coordinator should be appointed. The Hearing Officer may also make recommendations referring the parties to the court's social workers or other mental health professionals or experts to discuss parenting schedules, co-parenting and parenting classes, medical and/or psychological evaluation, drug testing, counseling, and substance abuse treatment. All attorneys shall have access to their calendars at the Hearing Officer Conference to facilitate future scheduling.

1. Mediation:

a) The parties 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 may make a finding that the matter is appropriate for mediation, or another form of alternative dispute resolution.

b) The case may be mediated by court approved mediators who meet qualifications set forth in La. R.S. 9:334. Mediators shall preserve and maintain the confidentiality of mediation proceedings pursuant to La. R.S. 9:332C.

c) A Court approved mediator must be listed on the roster of approved custody and visitation mediators with the Louisiana State Bar Association Alternative Dispute Resolution Section.

d) Notwithstanding any other provision of law to the contrary, in any separation, divorce, child custody, visitation, child support, spousal support, or community property proceeding, a party who satisfies the court that they, or any of the children, have been the victim of family violence perpetrated by the other party shall not be court ordered to participate in mediation.

2. Counseling or Therapy

If the Hearing Officer believes that counseling or therapy should be ordered, the Hearing Officer shall make a written recommendation regarding same.

3. Evaluation

At the time of the Hearing Officer Conference, if either party has moved for an evaluation pursuant to La. R.S. 9:331, the parties or their counsel shall have an opportunity to provide a verbal statement and/or documentary evidence of their positions. The Hearing Officer shall then recommend whether an evaluation is appropriate, and, if so, how the costs shall be apportioned. This will remain a recommendation only until the date assigned for hearing on the court's docket, unless no objection is filed, in which case the recommendation becomes a final order of the court. Unless otherwise agreed by the parties, when an evaluation is ordered by the Court pursuant to La. R.S. 9:331, the "mental health professional" shall be a person who possesses at least a Master's degree in counseling, social work, psychology, or marriage and family counseling, or be a licensed psychiatrist.

4. Parenting Coordination

If the Hearing Officer makes a finding that appointing a parenting coordinator is appropriate: (1) The

22nd Judicial District Court Social Workers, who are trained and qualified in parenting coordination in accordance with La. R.S. 9:358.1 et seq., may be appointed in special circumstances and only if the parties agree to be bound by their recommendations until the court issues orders to the contrary at a subsequent hearing, or (2) the Hearing Officer may recommend any private parenting coordinator qualified under La. R.S.9:358.1, and assign costs to the parties.

5. Drug Testing

a) When a Pleading has been filed requesting Drug Testing

At the time of the Hearing Officer Conference, if any party has moved for drug testing pursuant to La. R.S. 9:331.1, or if the Hearing Officer makes a determination that drug testing should be conducted of the parties or children, the parties shall have an opportunity to provide a verbal statement and/or documentary evidence of their positions. The Hearing Officer shall then recommend whether drug testing is appropriate, and, if so, the type of drug testing and how the costs should be apportioned. This recommendation shall become an immediate order of the court.

b) When a Pleading has not been filed requesting Drug Testing

If the Hearing Officer determines at the Hearing Officer Conference that drug testing of the parties or children should be ordered on an expedited basis, the Hearing Officer may recommend that an Order issue setting the matter for contradictory hearing at the earliest date on the Judge's docket. The parties are to be noticed or execute a waiver of notice of hearing at the Hearing Officer Conference.

c) Parties agree to Drug Testing

If the parties agree to drug testing, they shall sign a release provided by the Court, for release of drug testing records to the Court, to the opposing party or their attorney, if requested, and to an expert appointed by the court in the matter.

6. Substance Abuse Treatment

If, at the time of the Hearing Officer Conference, the Hearing Officer finds that substance abuse treatment is appropriate, the Hearing Officer shall make a recommendation regarding same. This will remain a recommendation only until the date assigned for hearing on the court's docket, unless no objection is filed, in which case the recommendation becomes a final order of the Court.

F. Procedure after the Hearing Officer Conference

1. At the conclusion of the Hearing Officer Conference, the Hearing Officer shall make recommendations for a proposed judgment.

2. If both parties agree to the Hearing Officer's recommendations on the day of the Hearing Officer Conference, then the Hearing Officer will prepare a Consent Judgment which shall become a final order after signature by the District Judge. All parties and their attorneys must sign a waiver of the objection period, before the Consent Judgment is signed.

3. If both parties agree to some of the Hearing Officer's recommendations and if time permits, a Consent Judgment will be prepared as to those stipulations, which will become a final judgment after signature by the District Judge. All parties and their attorneys must sign a waiver of the objection period, before the Consent Judgment may be signed.

4. If one or both parties do not agree with all of the recommendations, the Hearing Officer shall prepare a Hearing Officer Conference Report with recommendations for a proposed judgment pursuant to LSA R.S. 46:236.5. A copy of the Conference Report shall be provided to the parties and their counsel. The Conference Report shall be filed into the record.

5. Except as specifically noted below or as otherwise provided for in these Appendices and Rules, each party shall have five (5) days, exclusive of legal holidays, from issuance of the Hearing Officer Conference recommendation to file an objection to the Hearing Officer Conference recommendation, which objection form is available attached to this section or on the 22nd Judicial District Court's website at www.22ndJDC.org under the Family Court Division's section. Objection to a Hearing Officer's recommendation regarding a Judgment of Divorce, stipulations and/or court cost rules, shall be made at the close of the hearing before any party leaves the courtroom. Any party objecting to the Hearing Officer's recommendation shall immediately notify the Deputy Clerk of Court present in the courtroom and shall file their written objection with the Clerk of Court within five days, exclusive of legal holidays. Failure of a party to notify the Deputy Clerk of Court of their objection before leaving the courtroom or subsequent failure to timely file their written objection, after having objected by the close

of the hearing as provided herein, waives their objection to the Hearing Officer's recommendation. Written objections to recommendations of the Hearing Officer shall contain a brief statement on the reasons for the objection to the recommendations. All issues not stipulated to in the Hearing Officer Conference or thereafter will be heard on the rule date.

6. If a written objection is filed, the Hearing Officer's recommendation shall become a temporary order upon the Judge's signature, and shall remain in effect until the hearing before the Judge, with the exception that a recommendation on issues involving contempt, a change in legal custody, substance abuse evaluation or treatment, custody evaluation, relocation, or termination of community property does not become a temporary order, and will only remain a recommendation until the rule date, unless no objection is filed, in which case the recommendation becomes a final order or Judgment of the court upon the Judge's signature. If the matter is heard by a Hearing Officer at a hearing required under La. C.C.P. art. 3945(D) or (F), the Hearing Officer has the authority to recommend a temporary change in legal and/or physical custody pending the rule date set before the Judge. The recommendations shall become a temporary order of the Court upon the Judge's signature pending further orders of the Court.

7. If a written objection is filed, it shall not be withdrawn or dismissed unless a Consent Judgment as to all pending matters is filed into the record prior to the rule date.

8. If no objection is filed, then after the expiration of five (5) days, exclusive of legal holidays, the Hearing Officer recommendations will be presented to the District Judge for signature and will become a final judgment which shall be served upon the parties in accordance with law.

9. Prior to the expiration of the objection period, the Hearing Officer or Judge may extend the objection period for good cause.

10. If after an objection to the Hearing Officer recommendation is filed, the parties decide to accept the recommendation, a Consent Judgment signed by all parties and counsel of record must be submitted on or before the hearing date. If the parties do not appear on the court date and no continuance has been granted, the Hearing Officer Conference recommendation becomes a final judgment upon the Judge's signature.

11. If a party and/or their attorney, who has been duly served, fails to appear at the Hearing Officer Conference, the recommendation made may become a temporary court order or may become a final judgment upon the Judge's signature. If a temporary court order is issued, that order shall remain in effect until the rule date without prejudice to either party. The temporary court order shall become a final judgment if no one appears on the rule date.

12. The temporary orders signed by a judge upon the recommendations of the Hearing Officers are without prejudice to either party. Neither party's right to seek support retroactive to the date of demand are waived as a result of the temporary orders issued after the Hearing Officer Conference.

_____, 22nd JUDICIAL DISTRICT COURT
VS DOCKET # _____ DIVISION _____ PARISH OF _____
_____, STATE OF LOUISIANA
FILED: _____

DEPUTY CLERK

OBJECTION TO
HEARING OFFICER CONFERENCE REPORT

IMPORTANT INFORMATION ABOUT FILING AN OBJECTION

Objections to the Hearing Officer Conference Report must be filed with the St. Tammany Parish Clerk of Court within 5 days, exclusive of legal holidays, from receipt of the Hearing Officer Conference Report. Please contact the Clerk of Court at (985) 809-8700 for specific instructions on the filing of Objections, including information on fax filing and payment of required fees.

Objections which are fax filed are not considered "filed" for purposes of preserving an objection, unless the original document along with the required filing fee are received by the Clerk of Court's office within the delays set out above.

NOW, INTO COURT, through undersigned counsel, or in proper person, comes

_____, who represents as follows:

A Hearing Officer Conference was held on _____, 20____; recommendations were made on _____, 20____, and the deadline to object was _____, 20____.

Mover objects to the “Recommendations” contained in the Hearing Officer Conference Report, for the following reasons:

1. _____

2. _____

3. _____

WHEREFORE, MOVER PRAYS that this Objection to Hearing Officer Conference Report be deemed good and sufficient and that this matter proceed to hearing as currently scheduled, on all issues unresolved by Consent Judgment of the parties.

RESPECTFULLY SUBMITTED:

Signed: _____
Mover/Attorney for Mover

Address: _____

City, State, Zip: _____

Telephone: (_____) _____ - _____

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the above and foregoing has been sent to all parties or their known counsel of record, as well as to the Hearing Officer on the same day and in the same manner that the Objection has been provided to the Clerk of Court, by

- ☐ United States mail, properly addressed and postage prepaid.
- ☐ Registered United States mail, return receipt requested, properly addressed and postage prepaid.
- ☐ Facsimile transmission.
- ☐ Hand Delivery.

_____, Louisiana, this _____ day of _____, 20_____.

Mover/Counsel of Record for Mover

| | |
|---|---|
| Title - IV | Chapter Title - Hearing Officer Procedure for Title IV-D Federal Social Security Act |
| Chapter - 33 | In Child Support Enforcement Proceedings (Title IV-D, Non-Support), the Court shall assess, as authorized by law, an additional five percent (5%) to each support obligation, including existing arrearages, as well as ongoing support payments. |
| Rule - 33.0 | |
| Appendix - 33.0 | All parties in all Child Support Enforcement (Title IV-D, Non-Support) cases are responsible for notifying the Court in writing through the Regional Support Enforcement Services Office of any change of address or place of employment. |
| 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 | The Protective Order Appeal Docket shall be assigned to Divisions K and L on a random basis. All Protective Order Petitions shall be assigned to the Hearing Officer’s Docket. |
| Rule - 34.0 | |
| Appendix - 34.0 | Pleadings seeking a Protective Order are allowed to be walked through without prior approval of the |

Court-Specific Rules
Concerning Hearing
Officer Procedures for
Domestic Violence
Protective Orders

Amended December 6,
2016, effective January
1, 2017.

Judge, but must be presented to the Clerk of Court's protective order personnel prior to walk through.

Any party who objects to a Hearing Officer's recommendation on a Protective Order, in addition to making a contemporaneous objection at the close of the hearing as set forth in Rule 34.2, shall have five days, exclusive of legal holidays, to file a written objection with the Clerk of Court. Failure of a party to notify the Deputy Clerk of Court present in the courtroom of their objection before the leaving the courtroom or failure to timely file the written objection after having objected as provided herein by the close of the hearing, waives the objection to the Hearing Officer's recommendation.

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

1. A party's failure to comply with the Hearing Officer Conference and Information Order may result in penalties and sanctions. If a party does not provide the required Family Law Affidavit, documents and financial information as ordered by the Court, necessary for the Hearing Officer to make a determination as to the amount of child support or spousal support, then the Hearing Officer may recommend any of the following:

- a) The party failing to produce the financial information be found in Contempt of Court with sanctions to be imposed;
- b) The matter be dismissed without prejudice;
- c) Good cause exists to modify the retroactivity of the award;
- d) Temporary orders issue based upon the limited information provided.

2. 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 setting temporary child support or spousal support or for a hearing on Contempt of Court. The temporary order shall be without prejudice and shall not affect claims or retroactivity except for good cause shown.

3. See Appendix 32.0B for the 22nd Judicial District Court, Rules on Hearing Officers and Domestic Commissioners.

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

| | |
|---|---|
| Title - IV | Chapter Title - General Procedures for Hearing Officer Conferences |
| Chapter - 35 | A. Written objections to the recommendations of the Hearing Officer shall briefly state why the recommendations are objectionable. All issues not stipulated to in the Hearing Officer Conference will be heard on the rule date. |
| Rule - 35.5 | |
| Appendix - 35.5 | B. If a written objection is filed, the Hearing Officer's recommendation shall become a temporary order upon the Judge's signature, and shall remain in effect until the hearing, with the exception that a recommendation on issues involving contempt, a change in court-ordered legal custody, substance abuse evaluation or treatment, custody evaluation, relocation, or termination of community property shall not become a temporary order and will remain only a recommendation until the rule date, unless no objection is filed, in which case the recommendation becomes a final order or judgment of the court upon the Judge's signature. If the matter is heard by a Hearing Officer for a hearing required under La. C.C.P. art. 3945(D) or (F), the Hearing Officer has the authority to recommend a change in legal and/or physical custody pending a rule date set before the Judge. The recommendation shall become a temporary order of the Court upon the Judge's signature, pending further orders of the Court. |
| Court-Specific Rules Concerning Objections to Hearing Officer Recommendations and Judgments of Domestic Commissioner | C. If a written objection is filed, it shall not be withdrawn or dismissed unless a Consent Judgment as to all pending matters is filed into the record prior to the rule date. |
| Amended December 6, 2016, effective January 1, 2017; amended effective March 22, 2019. | D. If a party objects to a Hearing Officer's recommendation, the following deadlines to make an objection in open court and file the written objection with the Clerk of Court shall apply: 1. If the objection is to a recommendation on a Judgment of Divorce, stipulation, and/or court cost rule, the objection shall be made contemporaneously with the Hearing Officer's announcement of the recommendation in open court by notifying the Deputy Clerk of Court present in the courtroom. Any written objection to the recommendation must be filed with the Clerk of Court, the same business day of the Hearing Officer's Court proceeding. If the objection is not made contemporaneously with the announcement of the recommendation or the written objection is not filed timely as provided herein after the contemporaneous objection is made, the objection is deemed to be waived. 2. If the objection is to a recommendation on a hearing held pursuant to La. C.C.P. art. 3945(D) or (F) before a Hearing Officer, all objections to the Hearing Officer's recommendation shall be made contemporaneously at the close of the hearing. Any party desiring to object shall immediately notify the Deputy Clerk of Court present in the courtroom and shall file their written objection with the Clerk of Court within five days. If the objection is not made contemporaneously with the announcement of the recommendation by the Hearing Officer, or the written objection is not timely filed after contemporaneous objection has been made as provided herein, the objection is deemed to be waived. The Hearing Officer shall have the authority to recommend modification of legal and/or physical custody in the recommendation, pending the rule date set before the Judge. The recommendation shall become a temporary order of the Court upon the Judge's signature, pending further orders of the Court. E. Prior to the expiration of the objection period, the Hearing Officer or Judge may extend the objection period for good cause. F. If after an objection to the Hearing Officer recommendation is filed, the parties decide to accept the recommendation, a Consent Judgment signed by all parties and counsel of record must be submitted on or before the hearing date. If the parties do not appear on the court date and no continuance has been granted, the Hearing Officer Conference recommendation becomes a final judgment upon the Judge's signature. |

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

See Appendix 32.0B for the 22nd Judicial District Court, Rules on Hearing Officers and Domestic Commissioners.

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-

| | |
|--|---|
| 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 | |