

**RULES FOR LOUISIANA DISTRICT COURTS**

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

**Twenty-Eighth Judicial District Court**

**Parish of LaSalle**

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<b>Title - I</b>	<b>Chapter Title - Dates of Court</b>
<b>Chapter - 2</b>	Summer School for Judges/Louisiana State Bar Association Meeting;
<b>Rule - 2.0</b>	May 1 Law Day; the first Monday and Tuesday in October Supreme Court opening.
<b>Appendix - 2.0</b>	<b>THE COURT WEEK</b>
Local Holidays in Addition to Legal Holidays	The court week begins on Monday. If Monday is a legal holiday, court will convene on the first non-holiday following said Monday. The "first week" of each month is defined as that week which begins on the first Monday of each month.
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.	

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<b>Title - I</b>	<b>Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules</b>
<b>Chapter - 3</b>	Single judge district.
<b>Rule - 3.1</b>	
<b>Appendix - 3.1</b>	
Divisions or Sections of Court	

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<b>Title - I</b>	<b>Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules</b>
<b>Chapter - 3</b>	Single judge district.
<b>Rule - 3.2</b>	
<b>Appendix - 3.2</b>	
Duty Judges	

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<b>Title - I</b>	<b>Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules</b>
<b>Chapter - 3</b>	Any judge of the Twenty-Eighth Judicial District Court may electronically sign court orders, notices, official court documents, judgments and other writings, whether civil or criminal, if the electronic signature consists of a computer data compilation of any symbol or series of symbols executed by the judge to be the legally binding equivalent of the judge's written signature.
<b>Rule - 3.4</b>	
<b>Appendix - 3.4</b>	Warrantnow is designated and approved for the purposes of receiving electronic applications for warrants in the Twenty-Eighth Judicial District Court.
Court-Specific Rules Concerning Judges' Use of Electronic Signatures	

<b>Title - I</b>	<b>Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules</b>
<b>Chapter - 3</b>	Pursuant to Louisiana Code of Criminal Procedure Articles 522 and 551, a defendant's appearance in this court for the Article 230.1 hearing and the initial setting of bail may be accomplished by use of telephone or simultaneous transmission through audio-visual electronic equipment. The adoption of this local rule shall provide for a law enforcement officer having custody of an arrested person to fulfill the obligation imposed by Louisiana Code of Criminal Procedure Article 230.1(A) through presentation of the arrested person via simultaneous transmission by utilizing audio-visual electronic equipment.
<b>Rule - 3.5</b>	A defendant's appearance at the following proceedings may, at the discretion of the presiding judge, be made by simultaneous transmission through audio-visual electronic equipment:
<b>Appendix - 3.5</b>	<ol style="list-style-type: none"><li>1. Seventy-two hour hearings (included above);</li><li>2. Initial setting of bond (included above);</li><li>3. Any pre-trial motion;</li><li>4. Any hearing on pre-trial motion;</li><li>5. Arraignment;</li><li>6. Any post-conviction proceeding;</li><li>7. Any other proceeding where specifically allowed by the Louisiana Code of Criminal Procedure relative to simultaneous audio-visual transmission, including, but not limited to, Louisiana Code of Criminal Procedure Article 562.</li></ol>
Court-Specific Rules Concerning Simultaneous Appearance by a Party or Witness by Audio-Visual Transmission	
Effective January 1, 2016; amended effective March 16, 2020.	

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

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<b>Title - I</b>	<b>Chapter Title - Court Personnel</b>
<b>Chapter - 4</b>	Bobby L. Wilson Court Administrator 28th Judicial District Court P. O. Box 1890 Jena, LA 71342 Telephone: (318) 992-8391 Facsimile: (318) 992-8701 E-Mail: corepo@yahoo.com
<b>Rule - 4.1</b>	
<b>Appendix - 4.1</b>	
Judicial Administrators and Clerks of Court	

Hon. Steve Andrews  
Clerk of Court  
Parish of LaSalle  
P. O. Box 1316  
Jena, LA 71342  
Telephone: (318) 992-2158  
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**Title - I**                      **Chapter Title - Courtroom Use, Accessibility and Security**

**Chapter - 5**

**Rule - 5.1**                      <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF>

**Appendix - 5.1A**

Americans with  
Disabilities Form

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**Title - I**                      **Chapter Title - Courtroom Use, Accessibility and Security**

**Chapter - 5**

**Rule - 5.1**                      <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1B.PDF>

**Appendix - 5.1B**

Request for Interpreter  
and Order

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**Title - I**                      **Chapter Title - Courtroom Use, Accessibility and Security**

**Chapter - 5**

**Rule - 5.1**                      <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1C.PDF>

**Appendix - 5.1C**

Interpreter's Oath

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**Title - I**                      **Chapter Title - Indigents and In Forma Pauperis**

**Chapter - 8**

**Rule - 8.0**                      <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX8.0.PDF>

**Appendix - 8.0**

In Forma Pauperis  
Affidavit

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**Title - II**                      **Chapter Title - Procedure**

**Chapter - 9**                      Single judge district.

**Rule - 9.3**

**Appendix - 9.3**

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

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**Title - II**                      **Chapter Title - Procedure**

**Chapter - 9**                      All pleadings must be filed with the Clerk of Court.

**Rule - 9.4**

**Appendix - 9.4**

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

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**Title - II**                      **Chapter Title - Procedure**

**Chapter - 9**

**Rule - 9.6**                      [http://www.lasc.org/rules/supreme/Louisiana\\_Civil\\_Case\\_Reporting\\_Form.pdf](http://www.lasc.org/rules/supreme/Louisiana_Civil_Case_Reporting_Form.pdf)

**Appendix - 9.6**

Louisiana Civil Case  
Reporting

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**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  
Appearance – Family  
Law Cases

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**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

<b>Title - II</b>	<b>Chapter Title - Procedure</b>
<b>Chapter - 9</b>	In ordinary proceedings, only after answer has been filed by all defendants, shall a Motion to Fix for Trial be considered. The trial date shall be set only at a status conference at which all counsel or pro se litigants should attend. Prior to the time which any matter is scheduled, all attorneys participating in that matter shall be required to check upon service upon opposing parties and/or witnesses in such matter with the clerk of court and also the sheriff if there is no return on service in the record of the subject matter.
<b>Rule - 9.14</b>	
<b>Appendix - 9.14</b>	
Fixing for Trial or Hearing; Scheduling Orders; Contact with Jurors	<p style="text-align: center;">Bench Trials.</p> <p>(1) Bench trials shall be set for commencement on Tuesdays of the second, third or fourth weeks of each month, not to be in conflict with criminal jury terms. The selection of which particular week(s) in each month shall depend on the prior selection of Jury weeks.</p> <p>(2) Bench trials shall be docketed in the order in which the motion requesting the setting is granted by the judge.</p> <p>(3) In each week that bench trials are set, the entire week (beginning Tuesday) shall be reversed for the bench trials.</p> <p>(4) Any bench trial that has not commenced prior to the end of the week shall be rescheduled for the next bench trial term as a preferential matter.</p> <p style="text-align: center;">Jury Trials.</p> <p>(1) Jury trials shall be set for commencement on Tuesday of the second or third weeks of each month except June.</p> <p>(2) Jury trials shall be docketed in the order in which the initial status conference is conducted.</p> <p>(3) No jury trial shall be commenced without the prior timely payment of costs in accordance with the Clerk's schedule therefor as ordered by the Court in each case.</p> <p>(4) Any advanced costs spent in connection with the selection, notification, service and/or appearance of petit jurors in a case which may be continued shall be noted as costs and new advances will be required in accordance with the Clerk's schedule as ordered by the Court.</p>

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<b>Title - III</b>	<b>Chapter Title - Allotment of Cases</b>
<b>Chapter - 14</b>	Single judge district.
<b>Rule - 14.0</b>	
<b>Appendix - 14.0A</b>	
System of Random Allotment of Criminal Cases (Other than Traffic, Wildlife, and Appeals from Lower Courts)	

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**Title - III**                      **Chapter Title - Allotment of Cases**

**Chapter - 14**                      Single judge district.

**Rule - 14.0**

**Appendix - 14.0B**

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

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**Title - III**                      **Chapter Title - Allotment of Cases**

**Chapter - 14**                      Single Judge District.

**Rule - 14.1**

**Appendix - 14.1**

Allotment - Defendant  
with More than One  
Felony Case

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

**Chapter - 15**                      CRIMINAL TERMS

**Rule - 15.0**                      (a) Those weeks beginning with the first Monday of each month, except the months of June, August and October, shall be designated as criminal weeks.

**Appendix - 15.0**

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

Amended effective  
January 1, 2016.

(b) Those weeks beginning with the last Monday of each month, except the months of November, unless it has five (5) Thursdays and December are designated as the usual criminal jury weeks. Special criminal juries may be called and impaneled from time to time as ordered by the Court.

(c) Pursuant to Louisiana Supreme Court Rule XXV, each person who has served upon a grand or petit jury shall be exempt from jury service for a period of Four (4) years after such service.

**PRE-TRIAL AND OTHER PUBLICITY**

(a) When a crime is believed to have been committed, pertinent facts relating to the crime itself and the investigative procedure shall not be disclosed except to the extent necessary to aid in the investigation, to assist in the apprehension of the suspect, and/or to warn the public of any danger.

(b) Participation in, or permitting the deliberate placing of a person who is in custody for photographing or televising by representatives of the news media and/or the interviewing by representatives of the news media of a person in custody is prohibited and may be punished by contempt.

(c) From time of arrest, issuance of an arrest warrant, or the filing of any complaint, information, or indictment in any criminal matter, until the completion of trial or disposition without trial, no person to whom these rules are applicable shall release, or authorize the release of any extra judicial statement, for dissemination by any means of public communications, relating to that matter and concerning:

(1) the prior criminal record (including arrest, indictments, or other charges of crime), or the character or reputation of the accused, except that the officer may make a factual statement of the accused's name, age, residence, occupation, and family status, and if the accused has not been apprehended, may release any information necessary to aid in apprehension or to warn the public of any dangers which may be present;

(2) the existence or contents of any confession, admission or statement given by the accused, or the refusal or failure of the accused to make any statement, except that the officer may announce without further comment that the accused denies the charges made;

(3) the performance of any examination or tests or the accused's refusal or failure to submit to an examination or test;

(4) the identity, testimony, or credibility of prospective witnesses, except that the officer may announce the identity of the victim if authorized and if the announcement is not otherwise prohibited by law;

(5) the possibility of a plea to the offense charged or a lesser offense; and

(6) any opinion as to the accused's guilt or innocence or as to the merits of the case or the evidence in the case.

(d) It shall be appropriate during this period for a law enforcement officer, if authorized by his superior:

(1) to announce the fact of arrest, as well as the time and place of arrest;

(2) to announce the identity of the investigating and arresting officer or agency and the length of the investigation;

(3) to disclose the nature, substance, or test of the charge including a brief description of the offense charged;

(4) to quote from, or refer without any comment to public records of the court in this case;

(5) to announce the scheduling of result or any stage in the judicial process; and

(6) to request assistance in obtaining evidence.

(e) The above and foregoing rules are applicable to and must be complied with by the following persons:

(1) all law enforcement officers;

(2) the personnel of this court;

(3) the clerk of this court and all personnel of his office;

(4) attorneys at law; and

(5) the district attorney, his assistants and personnel of his office.

At arraignment, each defendant or his then counsel of record, if any, shall receive a Criminal Scheduling Order which contains the deadlines for all filings as well as dates for hearings on motions and status conferences.

Prior to the time which any matter is scheduled, all attorneys participating in that matter shall be required to check upon service upon opposing parties and/or witnesses in such matter with the clerk of court and also the sheriff if there is no return on service in the record of the subject matter.

#### HABITUAL OFFENDER AND POST CONVICTION PROCEEDINGS

Bills of information filed pursuant to La. R.S. 15:529.1 and Post Conviction Relief Applications shall be assigned a new docket number.

#### ATTORNEY/BAIL HEARINGS

Any person entitled to a hearing pursuant to La. C.Cr.P. Art. 230.1 shall either be timely brought before the presiding judge for the purpose of fixing or amending bail and/or appointment of counsel in accordance with the provisions therein, or make appearance by telephone and/or audio/video electronic equipment, within the discretion of the presiding judge. (This language also appears in new Appendix 15.3 ("Court-Specific Rules on Simultaneous Appearance by a Party or Witness by Audio-Visual Transmission").

## COSTS/FINES INCOME TAX OFFSETS

In accordance with the provisions of La. C.Cr.P. Art. 886, the enforcement of fines, restitution, and costs in criminal proceedings may also be accomplished through the use of the filing of offset claims against defendants pursuant to La. R.S. 47:299.1 et seq. Retroactive effect may be given to this rule as allowed by law and if the procedures therefore are followed.

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<b>Title - III</b>	<b>Chapter Title - Assignment of Cases and Preliminary Motions</b>
<b>Chapter - 15</b>	Upon presentation to the Court for a hearing conducted pursuant to Louisiana Code of Criminal Procedure article 230.1, the defendant shall be advised of his right to counsel and bail may be considered. If the defendant requests assistance from the district public defender, that defendant shall be referred to the public defender for evaluation and appointment of counsel. The defendant's appearance may be made, at the discretion of the presiding judge, by telephone and/or audio-visual electronic equipment.
<b>Rule - 15.1</b>	
<b>Appendix - 15.1</b>	
Appointment of Counsel	
Amended effective October 12, 2015.	In the event no hearing is held because the prosecution is commenced by citation or the crime alleged is governed by pre-set bond and no appearance by the defendant is made, the court advises of the right to counsel at arraignment or answer hearing.

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<b>Title - III</b>	<b>Chapter Title - Assignment of Cases and Preliminary Motions</b>
<b>Chapter - 15</b>	Personal delivery of a copy to the District Attorney's Office in the Courthouse or delivery of a copy to the District Attorney's tray in the Office of the Clerk of Court.
<b>Rule - 15.2</b>	
<b>Appendix - 15.2</b>	
Alternative Method of Service on District Attorney	

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<b>Title - III</b>	<b>Chapter Title - Arraignment and Pleas</b>
<b>Chapter - 18</b>	
<b>Rule - 18.0</b>	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX18.0.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX18.0.PDF</a>
<b>Appendix - 18.0</b>	
Waiver of Formal Arraignment and Pleas	

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<b>Title - III</b>	<b>Chapter Title - Simultaneous Peremptory Challenges</b>
<b>Chapter - 19</b>	None.
<b>Rule - 19.0</b>	
<b>Appendix - 19.0</b>	



**Title - IV**                      **Chapter Title - Application of Rules**

**Chapter - 22**

**Rule - 22.0**

**Appendix - 22.0**

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

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**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](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**

**Chapter - 23**

**Rule - 23.0**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_23.0B.pdf](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**

**Chapter - 23**

**Rule - 23.0**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_23.0C.pdf](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**

**Chapter - 23**

**Rule - 23.0**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_23.0D.pdf](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**

**Chapter - 23**

**Rule - 23.0**

**Appendix - 23.0E**

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

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

**Chapter - 23**

**Rule - 23.0**                      Actions seeking arrearages and/or contempt to timely and/or fully pay support shall be accompanied by a scheduling of payment history, As set forth in Section V of the Appendix 23.0B Family Law Affidavit. All parties to actions shall bring to the hearing any and all written evidence of payment and/or receipts.

**Appendix - 23.0F**

Court-Specific Rules  
Concerning Arrearages

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

**Chapter - 23**

**Rule - 23.1**

**Appendix - 23.1**

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

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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**

**Rule - 24.2**

**Appendix - 24.2**

Court-Specific Rules  
Concerning Allotment of  
Cases

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.3**

**Appendix - 24.3**

Court-Specific Rules  
Concerning Walk-  
Through of Pleadings

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.4**

**Appendix - 24.4**

Court-Specific Rules  
Concerning Appointment

The customary fee for an attorney appointed to represent a litigant in a family matter is \$100.00 plus reimbursement of any costs incurred as a result of such appointment. In unusual cases, the court may consider a lesser or greater fee if the circumstances justify such. This shall be done only upon notice and opportunity to respond.

**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

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.6**

**Appendix - 24.6**

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

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**SCHEDULING**

**Rule - 24.7**

**Appendix - 24.7A**

Court-Specific Rules  
Concerning Scheduling  
Hearings and Trials

A. Hearings upon summary matters in family/domestic actions shall be scheduled in the order in which they are received after filing. Such matters shall ordinarily be assigned for hearing upon rule days. In those cases where counsel is aware of the opposing party's counsel, then prior to filing, counsel shall confer with opposing counsel to obtain potential hearing dates which present no conflict in scheduling.

B. Trials of ordinary actions and summary matters which are expected to take more than five (5) court hours to present shall be assigned only in connection with a status conference requested pursuant to Rule 9.14.

C. Any party may request in writing, or the court on its own motion may order, a La. C.C.P. Art. 1551 scheduling conference between counsel and the court to whom the case has been allotted. A party requesting such a conference must deliver the original and one copy of the request to the clerk of court. The clerk of court shall file the original and one copy of the request to the clerk of court. The clerk of court shall file the original in the suit record, stamp "filed" on the copy, and route the copy to the assigned judge. Within 30 days after receiving a request for a scheduling conference, the court shall schedule a conference for the purpose of addressing those matters as set forth in La. C.C.P. Art. 1551. The scheduling conference may be held by any appropriate means, including in person, by telephone, or teleconference, at the direction of the presiding judge.

D. Bench Trials

(1) Bench trials shall be set for commencement on Tuesdays of the second, third or fourth weeks of

each month, not to be in conflict with criminal jury terms. The selection of which particular week(s) in each month shall depend on the prior selection of Jury weeks.

(2) Bench trials shall be docketed in the order in which the motion requesting the setting is granted by the judge.

(3) In each week that bench trials are set, the entire week (beginning Tuesday) shall be reversed for the bench trials.

(4) Any bench trial that has not commenced prior to the end of the week shall be rescheduled for the next bench trial term as a preferential matter.

#### RULE DAYS

Rule Days shall start with a motion hour. Ordinarily, Rule Days shall be conducted only during non-criminal weeks on Mondays and Thursdays commencing at 9:30 a.m. During criminal weeks and civil jury weeks there will be motion hours only conducted on Thursdays commencing at 9:00 a.m.

#### MATTERS SCHEDULED BUT NOT HEARD

Whenever practicable, matters should be heard in the order placed on the docket. If the trial of a matter is begun but not concluded before court is adjourned, that trial should take precedence the following day, when practicable.

If the court is unable to hear a scheduled matter, the matter whenever practicable should be rescheduled for hearing at the next available date and time.

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#### **Title - IV**

#### **Chapter Title - Procedure**

#### **Chapter - 24**

To provide for the expeditious administration of justice, the court will, where practicable, maintain the following order of business:

#### **Rule - 24.7**

(a) Uncontested matters, including preliminary defaults.

#### **Appendix - 24.7B**

(b) The trial of motions or exceptions that do not require the testimony of witnesses.

Court-Specific Rules  
Concerning Order of  
Business

(c) The trial of motions or exceptions that require the testimony of witnesses.

(d) Trials on the merits.

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#### **Title - IV**

#### **Chapter Title - Procedure**

#### **Chapter - 24**

#### **Rule - 24.8**

#### **Appendix - 24.8A**

Court-Specific Rules  
Concerning  
Continuances in Family  
Law Proceedings

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.8**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_24.8B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8B.pdf)

**Appendix - 24.8B**

Uncontested Motion To  
Continue (form)

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.8**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_24.8C.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8C.pdf)

**Appendix - 24.8C**

Contested Motion To  
Continue (form)

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.9**

**Appendix - 24.9**

Court-Specific Rules  
Concerning Discovery

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.10**                      A request for a pre-trial status conference shall be made for all contested ordinary matters and any summary matters which are expected to take more than five (5) court hours. A request for pre-trial status conference in other summary matters may be made orally at any time up to one half hour before the scheduled hearing. Early, before the day of hearing request, are encouraged.

**Appendix - 24.10**

Court-Specific Rules  
Concerning Setting of  
Pre-Trial Conferences

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.11**

**Appendix - 24.11**

Court-Specific Rules  
Concerning Hearings in  
Chambers in Family Law

**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.12**

**Appendix - 24.12**

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

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**Title - IV**                      **Chapter Title - Procedure**

**Chapter - 24**

**Rule - 24.13**

**Appendix - 24.13**

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

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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**

**Rule - 25.0**

**Appendix - 25.0**

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

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

**Chapter - 25**

All child support orders shall be accompanied by a separate immediate income assignment order pursuant to LSA R.S. 9:303, unless the parties personally and not through counsel agree in writing to a waiver of the order which is to be filed of record.

**Rule - 25.1**

**Appendix - 25.1**

Court-Specific Rules on  
Income Assignment  
Orders

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**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](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0A.pdf)

**Appendix - 26.0A**

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

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**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](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.

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**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](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.0A.pdf)

**Appendix - 27.0A**

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



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

**Chapter - 27**

**Rule - 27.0**

**Appendix - 27.0B**

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

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

**Chapter - 27**

**Rule - 27.0**

**Appendix - 27.0C**

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

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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](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](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

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

**Chapter - 28**

**Rule - 28.0**

**Appendix - 28.0**

Court-Specific Rules  
Concerning Default  
Judgments

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

**Chapter - 28**

**Rule - 28.1**

**Appendix - 28.1A**

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

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**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](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)

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

**Chapter - 28**

**Rule - 28.1**

**Appendix - 28.1C**

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

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

**Chapter - 28**

**Rule - 28.2**

**Appendix - 28.2A**

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

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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](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](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

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

**Chapter - 29**

**Rule - 29.0**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_29.0A.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0A.pdf)

**Appendix - 29.0A**

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

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

**Chapter - 29**

**Rule - 29.0**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_29.0B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0B.pdf)

**Appendix - 29.0B**

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

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

**Chapter - 29**

**Rule - 29.0**                      A. All applications for ex parte custody orders (except domestic violence protection orders) shall be by Appendix 29.0A Application for Ex Parte Custody Order with Certification of Attorney. Specific facts and not merely conclusions must be set forth.

**Appendix - 29.0C**

Court-Specific Rules  
Concerning Ex Parte  
Custody Orders

B. All civil warrants for delivery of children for custody or visitation shall include a specific reference to the date of the order upon which it is based as well as plans for the time of execution of the civil warrant.

C. The court may grant interim custody and/or visitation orders if a full hearing on the issues cannot be held and there is demonstrated a need for immediate access of the applicant to the child(ren). In such event, at a subsequent hearing custody and/or visitation may be modified without the necessity of showing any change in circumstances.

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

**Chapter - 29**

**Rule - 29.1**

**Appendix - 29.1**

Court-Specific Rules  
Concerning Temporary  
Custody Orders

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

**Chapter - 29**

**Rule - 29.2**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_29.2A.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2A.pdf)

**Appendix - 29.2A**

Joint Custody Plan (With  
Domiciliary Parent)  
(form)

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

**Chapter - 29**

**Rule - 29.2**                      [http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_29.2B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2B.pdf)

**Appendix - 29.2B**

Joint Custody Plan  
(Without Domiciliary  
Parent) (form)

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

**Chapter - 29**

**Rule - 29.3**

**Appendix - 29.3**

Court-Specific Rules  
Concerning Parenting  
Classes

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

**Chapter - 29**

**Rule - 29.4**                      This court encourages and supports the use of alternative dispute resolution to promote resolution of disputes and refer all counsel to the Louisiana Mediation Act La. R.S. 9:4101, et seq. Additionally, this court encourages and supports the use of special masters in appropriate circumstances.

**Appendix - 29.4**

Court-Specific Rules  
Concerning Mediation

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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](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](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0A.pdf)

**Appendix - 30.0A**

Sworn Detailed  
Descriptive List (form)

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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\\_30.0B.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0B.pdf)

**Appendix - 30.0B**

Sample, Completed  
Sworn Detailed  
Descriptive List (form)

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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\\_30.0C.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0C.pdf)

**Appendix - 30.0C**

**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](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0D.pdf)

**Appendix - 30.0D**

Sample, Completed Joint  
Detailed Descriptive List  
(form)

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

**Chapter - 30**

**Rule - 30.0**

**Appendix - 30.0E**

Court-Specific Rules  
Concerning Detailed  
Descriptive Lists

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

**Chapter - 30**

**Rule - 30.1**

**Appendix - 30.1**

Court-Specific Rules  
Concerning Appointed  
Special Masters and  
Experts

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

**Chapter - 30**

**Rule - 30.2**

**Appendix - 30.2**

Court-Specific Rules  
Concerning Partition of  
Community Property

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

**Chapter - 31**

**Rule - 31.0**

**Appendix - 31.0**

Court-Specific Rules  
Concerning Use of  
Electronic and Recording  
Devices

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

**Chapter - 31**

**Rule - 31.1**

**Appendix - 31.1**

Court-Specific Rules  
Concerning Oral  
Arguments

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

**Chapter - 31**

**Rule - 31.2**

**Appendix - 31.2**

Court-Specific Rules  
Concerning Enrollment  
and Withdrawal of  
Counsel

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

**Chapter - 31**

**Rule - 31.3**

**Appendix - 31.3**

Court-Specific Rules  
Concerning  
Collaborative Divorce  
Procedures

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

**Chapter - 32**

**Rule - 32.0**

[http://www.lasc.org/rules/dist.ct/Title\\_IV/APPENDIX\\_32.0A.pdf](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_32.0A.pdf)

**Appendix - 32.0A**



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

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

**Chapter - 32**

**Rule - 32.0**

**Appendix - 32.0B**

Court-Specific Rules on  
Hearing Officers and  
Domestic Commissioners

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**Title - IV**                      **Chapter Title - Hearing Officer Procedure for Title IV-D Federal Social Security Act**

**Chapter - 33**

**Rule - 33.0**

**Appendix - 33.0**

Court-Specific Rules  
Concerning Objections to  
Recommendations of  
Hearing Officers in Title  
IV-D Matters

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**Title - IV**                      **Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders**

**Chapter - 34**

**Rule - 34.0**

**Appendix - 34.0**

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

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**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

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**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

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**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](http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_35.4.pdf)

**Appendix - 35.4**

Stipulation Form (form)

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

**Chapter - 35**

**Rule - 35.5**

**Appendix - 35.5**

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

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

**Chapter - 35**

**Rule - 35.7**

**Appendix - 35.7**

Court-Specific Rules

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

**Chapter - 35**

**Rule - 35.8**

**Appendix - 35.8**

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

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**Title - V**                      **Chapter Title - Court Organization and Sessions**

**Chapter - 41**

**Rule - 41.0**

**Appendix - 41.0**

Court Procedures

Attorneys  
Indigent Defense in Delinquency and FINS. Counsel for indigent juveniles shall be furnished by the Indigent Defender Office, who shall pay for their services.

Curators ad Hoc/Appointed Attorneys  
Counsel appointed in Children in Need of Care and/or Termination of Parental Rights Cases shall be paid with funds which may be available through DSS, OCS and not from funds allocated to the 28th Judicial Indigent Defender Program. Requests for payment must comply with applicable law and agency procedure.

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**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

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

**Chapter - 60**

**Rule - 60.2**

**Appendix - 60.2**

Form IJR-1: Petition for  
Judicial Review

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

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

**Chapter - 60**

**Rule - 60.4**                      <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.4.PDF>

**Appendix - 60.4**

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

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**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

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**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

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**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

