

# TITLES I, II, and III

## Chapter: 15 Chapter Title: Assignment of Cases and Preliminary Motions

### Appendix 15.2

#### Rule No: 15.2

#### Alternative Method of Service on District Attorney

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**1st Judicial District Court  
Parish of Caddo**

In addition to mailing a copy to the District Attorney, service may be made by hand delivering a copy to the District Attorney's 5th floor Reception Desk located in the Caddo Parish Courthouse.

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**2nd Judicial District Court  
Parishes of Bienville, Claiborne and Jackson**

District Attorney's Office accepts service through the Clerk's office.

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**3rd Judicial District Court  
Parishes of Lincoln and Union**

None.

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**4th Judicial District Court  
Parishes of Morehouse and Ouachita**

None.

Amended effective  
January 1, 2010

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**5th Judicial District Court  
Parishes of Franklin, Richland and West Carroll**

None.

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**6th Judicial District Court  
Parishes of East Carroll, Madison and Tensas**

None.

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**7th Judicial District  
Court**

Deposit copy in District Attorney's tray in Clerk of Court's Office.

**Parishes of  
Catahoula and  
Concordia**

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**8th Judicial District  
Court**

No alternate method except indigents - Clerk places copy of pleading in District Attorney's box at clerk of Court's office.

**Parish of Winn**

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**9th Judicial District  
Court**

Service of process on the District Attorney may be made by mail, hand-delivery, or depositing service into the district attorney box located in the Office of the Clerk of Court.

**Parish of Rapides**

Amended effective  
January 1, 2018.

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**10th Judicial District  
Court**

District Attorney has a box for mailing in the Clerk of Court's Office. However, all pleadings are personally served upon the District Attorney, or, stamped as hand-delivered.

**Parish of  
Natchitoches**

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**11th Judicial District  
Court**

Clerk maintains a box in her office for the district attorney in which a certified copy of pleadings can be placed to effect service on the district attorney.

**Parish of Sabine**

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**12th Judicial District  
Court**

None.

**Parish of Avoyelles**

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**13th Judicial District  
Court**

None.

**Parish of Evangeline**

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**14th Judicial District  
Court**

The District Attorney may also be served, either in court or by personal delivery.

**Parish of Calcasieu**

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**15th Judicial District  
Court**

None.

**Parishes of Acadia,  
Lafayette and  
Vermilion**

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**16th Judicial District  
Court**            None.  
**Parishes of Iberia,  
St. Martin and St.  
Mary**

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**17th Judicial District  
Court**            None.  
**Parish of Lafourche**

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**18th Judicial District  
Court**            None.  
**Parishes of Iberville,  
Pointe Coupee and  
West Baton Rouge**

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**19th Judicial District  
Court**            Each of the Criminal Divisions of the Nineteenth Judicial District Court provide a tray into which is placed a  
**Parish of East Baton**      copy of each subpoena return and motions and pleadings filed for the purpose of service upon the district  
**Rouge**                      attorney.

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**20th Judicial District  
Court**            None.  
**Parishes of East  
Feliciana and West  
Feliciana**

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**21st Judicial District  
Court**            None.  
**Parishes of  
Livingston, St.  
Helena and  
Tangipahoa**

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**22nd Judicial District  
Court**            None.  
**Parishes of St.  
Tammany and  
Washington**

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**23rd Judicial District  
Court**           None.  
**Parishes of  
Ascension,  
Assumption and St.  
James**

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**24th Judicial District  
Court**           None.  
**Parish of Jefferson**

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**25th Judicial District  
Court**           Personal service acceptable alternative.  
**Parish of  
Plaquemines**

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**26th Judicial District  
Court**           None.  
**Parishes of Bossier  
and Webster**

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**27th Judicial District  
Court**           None.  
**Parish of St. Landry**

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**28th Judicial District  
Court**           Personal delivery of a copy to the District Attorney's Office in the Courthouse or delivery of a copy to the  
**Parish of LaSalle**           District Attorney's tray in the Office of the Clerk of Court.

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**29th Judicial District  
Court**           Service accomplished by clerk of court placing copy of pleading in District Attorney's box in clerk's office.  
**Parish of St. Charles**

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**30th Judicial District  
Court**           The Clerk of Court's Office has a District Attorney's box for purpose of service.  
**Parish of Vernon**

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**31st Judicial District  
Court**           None.

**Parish of Jefferson  
Davis**

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**32nd Judicial District  
Court  
Parish of Terrebonne**      None.

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**33rd Judicial District  
Court  
Parish of Allen**      In addition to mailing a copy to the District Attorney, service may be made by hand delivering a copy to the Office of the District Attorney adjacent to the Courthouse.

Amended effective  
April 15, 2003.

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**34th Judicial District  
Court  
Parish of St. Bernard**      None.

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**35th Judicial District  
Court  
Parish of Grant**      None.

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**36th Judicial District  
Court  
Parish of  
Beauregard**      None.

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**37th Judicial District  
Court  
Parish of Caldwell**      None.

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**38th Judicial District  
Court  
Parish of Cameron**      None.

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**39th Judicial District  
Court  
Parish of Red River**      None.

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**40th Judicial District  
Court**           None.  
**Parish of St. John  
the Baptist**

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**Civil District Court**           None.  
**Parish of Orleans**

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**Criminal District Court**  
**Parish of Orleans**

Amended effective  
August 13, 2015.

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**42nd Judicial District  
Court**  
**Parish of DeSoto**

Clerk maintains a box in her office for the district attorney in which a certified copy of pleadings can be placed to effect service on the district attorney.

Adopted effective  
December 17, 2008.

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