

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

TITLE V

East Baton Rouge Parish Juvenile Court

Chapter 40 PRELIMINARY PROVISIONS; JURISDICTION; DEFINITIONS

Rule 40.1 Definitions

EBR Juvenile
Court

Except where the context clearly indicates otherwise, as used in these rules:

A. "Court" means the East Baton Rouge Parish Juvenile Court, or a Judge, Hearing Officer or Traffic Referee acting in a section thereof.

B. "Judge" means:

1. A "Judge" of the East Baton Rouge Parish Juvenile Court.

2. "Hearing Officer" means an attorney appointed by the East Baton Rouge Parish Juvenile Court on a full-time or part-time basis to hear cases involving support matters and given authority to make recommendations to the Court concerning disposition of support matters.

3. "Traffic Referee" means an officer appointed by the East Baton Rouge Parish Juvenile Court to hear all traffic cases allowed by law.

C. "Chief Judge" - In even-numbered years, the Judge of Division "A" shall serve as Chief Judge. In odd-numbered years, the Judge of Division "B" shall serve as Chief Judge. The Judges shall concur on the exercise of administrative authority regarding matters related to the operation of the Court.

D. "Detention" means the holding of a child in the juvenile detention center in accordance with the provisions of Articles 306 and 822 of the Children's Code during the period in which he is awaiting a hearing of his case or further disposition thereof or transfer to the Department of Corrections.

E. "Number/Gender" - The singular includes the plural, the plural the singular, and the masculine the feminine, when consistent with these rules.

F. "Petition" means a legal document containing the allegations upon which the Court's jurisdiction is based. In civil proceedings a petition also includes the cause of action upon which the petition's claim is based. The following abbreviations are used in these rules:

1. "CASA" means COURT-APPOINTED SPECIAL ADVOCATE pursuant to Ch.C. Art. 424 et seq.

2. "Ch.C." means the Louisiana Children's Code.

3. "D.A." means East Baton Rouge Parish District Attorney and includes all Assistant District Attorneys (A.D.A.)

4. "DHH" means the DEPARTMENT OF HEALTH AND HOSPITALS for the State of Louisiana.

5. "DPSC" means the DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS for the State of Louisiana. The OFFICE OF YOUTH DEVELOPMENT (OYD) is a subdivision of this state department.

Revised Effective
July 1, 2003

6. "DSS" means the DEPARTMENT OF SOCIAL SERVICES for the state of Louisiana. The OFFICE OF COMMUNITY SERVICES (OCS) is a subdivision of this state department. OCS investigates and provides services to the Court in all abuse and neglect cases.

7. "FINS" means Families in Need of Services, both the legal process and the service delivery program as provided in Title VII of the Ch.C.

8. "IAA" Informal Adjustment Agreement means that procedure set forth in Ch.C. Art. 839, et seq.

9. "INC" means In Need of Care proceedings pursuant to Title VI of the Ch.C.

10. "O.P.D." means the Office of Public Defender of the Parish of East Baton Rouge, and includes all Assistant Public Defenders (P.D.).

11. "UCCJA" mean UNIFORM CHILD CUSTODY JURISDICTION ACT pursuant to R.S. 13:1701 et seq. and Ch.C. Art. 310.

12. "UIFSA" means UNIFORM INTERSTATE FAMILY SUPPORT ACT pursuant to Ch.C. Art. 1301.1 et seq.

13. "URESA" means UNIFORM RECIPROCAL ENFORCEMENT OF SUPPORT ACT adopted in R.S. 13:1641-1698

Chapter 41 COURT ORGANIZATION AND SESSIONS

Rule 41.0 General Organization of Court
(b). Structure of Court
(2) Duty/Magistrate/Detention Judges

EBR Juvenile Court
The Duty Judge shall be on call for emergency hold orders and/or to issue verbal hold orders and verified complaints in any INC matter, applications for arrest and search warrants, Detention Hearings, to set bonds or sign verified complaints in delinquency matters, handle Non-Support bench warrants, and all matters incidental and related thereto.

Revised Effective July 1, 2003
The Duty schedule will rotate monthly with Division "A" being on duty in even numbered months (February, April, June, August, October, and December) and Division "B" being on duty in odd numbered months (January, March, May, July, September, and November).

Every juvenile who is detained by 8:00 a.m. on Monday, Wednesday, or Friday will have a detention hearing pursuant to Ch.C. Art. 819 on the same Monday, Wednesday, or Friday as detained.

Either judge or duly appointed judge pro tempore shall issue and/ or sign orders of an emergency nature if the judge to whom the case is assigned is ill, on vacation, out of the Parish of East Baton Rouge, or is otherwise unavailable. Contradictory Hearings to the Non-Support Hearing Officer's Recommendations shall be heard on the third Thursday of each month at the Juvenile Court. Division "A" will hear reviews in even numbered months (February, April, June, August, October, and December) and Division "B" will hear reviews in odd numbered months (January, March, May, July, September, and November).

Rule 41.0 General Organization of Court
(b). Structure of Court
(3) Hearing Officers/Referees

EBR Juvenile Court
V. Patrick Bella, III
(225) 354-1274
pbella@brgov.com

Revised Effective
July 1, 2003

**Rule 41.0 General Organization of Court
(b). Structure of Court
(4) Clerk of Court**

EBR Juvenile Court
Honorable Doug Welborn
Clerk of Court, 19th Judicial District
Clerk ex officio of the East Baton Rouge Parish Juvenile Court
222 St. Louis Street (Governmental Building)

Revised Effective
July 1, 2003

**Rule 41.0 General Organization of Court
(b). Structure of Court
(5) Judicial Administrator**

EBR Juvenile Court
Donna T. Carter
(225) 354-1215
dcarter@brgov.com

Revised Effective
July 1, 2003

**Rule 41.0 General Organization of Court
(b). Structure of Court
(6) Other Court Personnel**

EBR Juvenile Court
Deputy Judicial Administrator
Darlene Kaufman
(225) 354-1219
dkaufman@brgov.com

Revised Effective
July 1, 2003

**Rule 41.1 Court Administration
(a) Regular Hours of Court**

EBR Juvenile Court
The regular hours of Court will be from 8:30 A.M. until 4:30 p.m. The Court will convene and continue in session as the Judge determines and the docket requires.

Revised Effective
July 1, 2003
As required by R.S. 33:1435, "Each sheriff or deputy shall attend every court that is held in his parish, and shall execute all writs, orders and processes of the Court, or Judge thereof, directed to him."

Rule 41.1 Court Administration

(b) Allotment and Setting of Cases

EBR Juvenile Court

All allotments are random except as set forth in these Rules. The Clerk of Court shall devise a system whereby all cases shall be equally divided among the Divisions of the Court.

Amended December 14, 2004

Once allotted, all matters and pleadings pertaining to the proceedings shall be treated as part of the original suit, shall be docketed and numbered as such, and shall follow the prior allotment or assignment to the respective Division of Juvenile Court.

Delinquency matters shall be randomly allotted prior to the Detention Hearing or at the time the initial pleading is filed with the Court.

AS TO DELINQUENCY:

If a child has a Delinquency, INC, or FINS matter pending before the Court, or has a matter that has been pending within the past year, or is on probation on the date of his arrest, any new referral will be allotted to the Division of Court handling his pending matter(s) or probation.

In Need of Care cases shall be allotted to the Division that is on duty during the month in which the verbal hold order is issued. For purposes of the INC proceeding, Division A will handle all INC verbal hold orders, verified complaints and continued custody hearings in even-numbered months (February, April, June, August, October, and December). Division B will handle all INC verbal hold orders, verified complaints and continued custody hearings in odd-numbered months (January, March, May, July, September, and November).

In the event a verbal hold order is not requested and an INC proceeding is begun by some other means not requiring the issuance of an emergency order, the pleading and/or other document shall be filed with the Juvenile Court Docket Clerk at the Juvenile Court who shall randomly allot the case to a division of the court regardless of the month in which the proceeding is filed (See Rule 43.4 Instantner/Removal/Hold Orders).

AS TO INC:

If a child has a Delinquency, INC or FINS matter pending before the Court, or has an INC or FINS matter that has been pending within the past year, any new referral will be allotted to the Division of Court handling his pending matter(s).

Judicial Certification for Adoption/Termination of Parental Rights proceedings shall be allotted to the Division of Court which did not preside over the INC proceedings.

Non-Support (Civil and Criminal) matters shall be randomly allotted. Division "A" will handle all cases designated "A" and all even-numbered "C" and "D" matters. Division "B" will handle all cases designated "B" and all odd-numbered "C" and "D" matters.

Petitions for Expungement shall be allotted to the Division of Court on duty on the date of the initial arrest subject to the requested expungement.

No case shall be allotted which has not been regularly filed. Any person who takes any action for the purpose of circumventing the chance allotment established by this rule shall be in contempt of court.

EBR Juvenile
Court

To facilitate the fair and expeditious resolution of cases, it is the policy of the Court to transfer to the lower numbered suit and consolidate for trial and further oversight those cases in which such consolidation is appropriate. The transfer and consolidation shall be by joint order of the judge of the Division to which the transfer is sought and the judge of the Division from which the transfer is made. It shall be the duty of any attorney in any case which ought to be consolidated to so move or call to the Court's attention the pendency of related cases that should be considered for consolidation. The cases which ought to be transferred include those which concern members of the same family.

Revised Effective
July 1, 2003

Any case having been allotted may be transferred from one Division to another upon the written motion of any party, or by the Court on its own motion for good cause, provided that such transfer is ordered in writing by the Judge of the Division from which and to which the case is transferred.

Rule 41.1

**Court Administration
(d) Consolidation of Cases**

EBR Juvenile
Court

In the case of new referrals involving codefendants allotted to different divisions of Court, upon written motion, these cases may be transferred and consolidated in the Division of Court having the lowest number with a pending matter or probation provided that such transfer is ordered in writing by the Judge of the Division from which and to which the referrals are transferred. All prior pending cases involving these codefendants shall be maintained in the Divisions of original allotment, but may be transferred and consolidated for hearing in any one Division in the same manner as new referrals involving codefendants with the concurrence of both Judges.

Revised Effective
July 1, 2003

Upon transfer of a case for any purpose, the Division designation on the record jacket shall be made to conform to the Division to which the case is allotted. The Clerk's docket shall reflect the change. All additional pleadings are to bear the new Division designation, and the transfer order or a copy thereof is to be filed in all affected records.

Rule 41.1

**Court Administration
(e) Fines, Fees and Costs**

EBR Juvenile
Court

The Juvenile Court may promulgate a table of costs to be charged in the following case types:

In all Delinquency proceedings in which a juvenile has been adjudicated delinquent, court costs shall be assessed.

Revised Effective
July 1, 2003

In all petitioned Informal Adjustment Agreements (IAA's), court costs shall be assessed upon the signing of the Informal Adjustment Agreement.

In all petitioned Families in Need of Services (FINS) cases, court costs shall be assessed.

In all Traffic proceedings, see Rule 48.2.

In all Title IV-D Social Security Act cases pursuant to the authority of R.S. 46:236.5, see Rule 47.2.

Notification of costs shall be posted in prominent public areas around the Court. The Judicial Administrator or her designee is required to receive all fines and costs imposed, to issue receipt therefor, and account for all receipts.

Rule 41.2

**Procedure
(a) Filings and Pleadings**

EBR Juvenile
Court

Delinquency, INC and FINS petitions and any subsequent pleadings and motions shall be filed directly with the Juvenile Court Docket Clerk at the Juvenile Court prior to being presented to the Judge for signing.

Revised Effective
July 1, 2003

All Traffic citations, pleadings and motions shall be filed directly with the Juvenile Court Traffic Clerk at the Juvenile Court.

Adoption proceedings, including surrenders, shall be filed directly with the 19th Judicial District Clerk of Court in the Adoption Department. Once filed, petitions are forwarded by the Clerk of Court to the Juvenile Court for the Judge's signature, assignment of a time and date of hearing, and the appointment of a Curator Ad Hoc when applicable. Any subsequent pleadings shall be filed directly with the 19th Judicial District Clerk of Court with the exception of the final decree.

Termination of Parental Rights proceedings (TPR) shall be filed by the attorney representing DSS or the District Attorney, without leave of Court, directly with the 19th Judicial District Clerk of Court in the Adoption Department.

Uniform Child Custody Jurisdiction Act (UCCJA) proceedings shall be filed by the attorney representing the parties at interest, or in proper person, directly with the 19th Judicial District Clerk of Court in the Adoption Department.

Voluntary Transfer of Custody proceedings shall be filed by the attorney representing the parties at interest, or in proper person, directly with the 19th Judicial District Clerk of Court in the Adoption Department, prior to being presented to the Judge for consideration.

Initial filings on Non-Support (Criminal and Civil), UIFSA and other matters pertaining to the establishment, collection and enforcement of support orders shall be filed directly with the Family Law Division of the East Baton Rouge Parish District Attorney's Office to be filed with the Clerk of Court, 19th Judicial District. Any subsequent pleadings or motions shall be filed with the Non-Support Court Clerk at the Juvenile Court prior to being present to the Hearing Officer or Judge.

Requests for age waivers for marriage of minors shall be filed directly with the Department of Juvenile Services and presented to the Judge on duty for consideration.

Requests for age waivers for abortions shall be filed directly with the Judicial Assistant of the Duty Judge at the Juvenile Court and presented to the Duty Judge for consideration. Forms may be obtained from the Judicial Assistant.

Form of Pleadings and Other Filings

All pleadings drafted for filing in Juvenile Court shall be on 8 and 1/2 inch by 14 inch paper, plainly written or printed without defacing erasures or interlineations, and shall be double spaced, except that quotations and footnotes may be single spaced.

All pleadings shall set forth in the caption the name of the Court and the Division, the title and number of the matter and a statement of the relief sought, as well as, comport with all other applicable requirements pursuant to the Children's Code, Code of Civil Procedure or Code of Criminal Procedure.

Signing of Pleadings, Motions and Other Papers

Every pleading, motion, or other paper presented for filing shall be signed personally by the counsel in his or her individual name. In addition, counsel's name, address, telephone number, fax number (if available) and Attorney Identification Number shall be typed or printed under his signature.

Documents filed by a party not represented by counsel shall be signed by the party and shall give the same

information. Each attorney and pro se litigant has a continuing obligation to apprise the Court of any change of address or telephone number.

Rule	41.2	Procedure
		(b) Motions and Rules
EBR Juvenile Court		All motions except those made orally during a hearing or trial which are being properly recorded into the Court record shall be made in writing.
Revised Effective July 1, 2003		All motions, rules and accompanying documents, together with a complete copy for each counsel, shall be filed in accordance with Rule 41.2(a).

Rule	41.2	Procedure
		(c) Discovery
EBR Juvenile Court		1. Discovery in Delinquency Matters
Revised Effective July 1, 2003		Informal discovery is encouraged. If informal discovery is insufficient, discovery shall be conducted in accordance with Louisiana Children's Code Art. 866 and Louisiana Code of Criminal Procedure Arts. 716 et seq.
		2. Discovery in Other Matters
		Informal discovery is encouraged. If informal discovery is insufficient, discovery shall be conducted, where applicable, in accordance with Ch.C. Arts. 652 et seq., Ch.C. Arts. 1027 et seq., and Louisiana Code of Civil Procedure Arts. 1421 et seq. as applied through Ch.C. Art.104 without the necessity of an Order of the Court.
		3. Pretrial Conferences
		Pretrial conferences may be ordered in any matter in the discretion of the judge, on the Court's motion or on motion of any party.

Rule	41.2	Procedure
		(d) Release
EBR Juvenile Court		In accordance with those guidelines adopted from time to time by the Court and consistent with the provisions of the Children's Code, a juvenile detained in the East Baton Rouge Parish Detention Facility may be released by the Court subject to conditions imposed by the Court, into the custody of a parent, guardian, or responsible person pending Court appearance. Such release shall not preclude the possibility of a later order of bail or detention for said juvenile.
Revised Effective July 1, 2003		

Chapter	42	GENERAL POLICIES AND PROCEDURES
Rule	42.0	Delay Reduction
		(c) Continuances and Extensions of Time

EBR Juvenile
Court

All cases shall be tried on the date set unless the trial is continued by order of the Court.

Prior to filing a motion for continuance, all parties shall be notified and the Court shall thereafter be advised by the moving party if any party objects.

Revised Effective
July 1, 2003

Continuances will be granted only for good cause shown. A motion for a continuance shall be in writing and shall be filed at the earliest possible date, not less than twenty four (24) hours before the scheduled hearing. Prior to filing a motion for continuance, all parties shall be notified and the Court shall thereafter be advised by the moving party if any party objects to the continuance. The Court may, however, entertain an oral motion for a continuance in exceptional circumstances, as the ends of justice require.

Rule 42.2

**Records and Information Sharing
(b) Privacy and Confidentiality**

EBR Juvenile
Court

Records in the office of the Clerk of Court may be removed only for the use of the Court or with written leave of Court, or as allowed by law.

Revised Effective
July 1, 2003

Except as otherwise provided by Ch.C. Art. 407, all juvenile proceedings are confidential and closed to the public. Public access to the proceedings may be restricted according to available space in each courtroom as well as any security needs.

Except as otherwise provided by Ch.C. Art. 412, all juvenile records are to remain confidential. Access to records may be permitted for good cause shown pursuant to a motion for disclosure addressed to the Division Judge. A form motion is available from the Clerk's office located at the Juvenile Court.

Rule 42.2

**Records and Information Sharing
(c) Destruction and Expungement of Records**

EBR Juvenile
Court

Destruction and expungement of records shall be in compliance with Ch.C. Arts. 917-922.

Revised Effective
July 1, 2003

Rule 42.3

**Attorneys
(b) Appointment of Counsel**

EBR Juvenile
Court

All persons determined to be indigent pursuant to the provisions of Ch.C. Art. 320 are entitled to appointment of counsel. The Court shall maintain a list of attorneys who volunteer for indigency appointments.

Revised Effective
July 1, 2003

In delinquency proceedings, the child shall be entitled to counsel and, if indigent, the Court will appoint the Office of the Public Defender to represent the child. In the event of a conflict of interest with the O.P.D., the Court will appoint an attorney from the volunteer list provided by the O.P.D. Payment of fees and costs incurred in such representation shall be made by the O.P.D. according to the policies adopted by the Indigent Defender Board.

In INC proceedings, both the child/children and parent(s) are entitled to counsel. If the child/children are indigent, the Court will appoint the O.P.D. as counsel. If the parent(s) are indigent, an attorney from the volunteer list will be appointed for their representation. Requests for payment of fees and costs incurred in such representation shall be made according to law.

Chapter 42 GENERAL POLICIES AND PROCEDURES

**Rule 42.3 Attorneys
(c) Enrollment, Withdrawal and Substitution**

EBR Juvenile Court
An attorney, unless appointed by the Court, shall sign his name of record as representing his client. Where counsel is appointed by the Court, the Clerk of Court shall notify him of his appointment by serving such notice along with a copy of the petition, as provided by statute. Once an attorney has appeared, he will receive copies of all subsequent notices required by statute.

Revised Effective July 1, 2003
The original counsel of record shall be held to represent the party for whom he appears unless the Court permits him to withdraw from the case. He may obtain permission only upon joint motion to substitute counsel or upon a written motion served on opposing counsel and the client before the Court acts. If other counsel is not thereby substituted, the written motion to withdraw shall state his reasons therefor, the present address of the client and the client's telephone number if the client can be reached by telephone. The motion shall be accompanied by a certificate of service, including a statement that the client has been notified of all deadlines and pending court appearances, on both the client by certified mail and the opposing counsel, or an affidavit stating why service has not been made. The motion shall be filed not later than 10 days prior to the date of the hearing. If the motion is not filed timely, or for other good and sufficient reason, the Court may deny the motion and the reasons therefor (except when such reasons conflict with the best interest of the client) and require counsel to remain in the case and represent his client at the hearing.

**Rule 42.3 Attorneys
(d) Attendance; Failure to Appear**

EBR Juvenile Court
All attorneys of record in matters scheduled for hearing shall be available at the time the case is called. If an attorney finds it necessary to leave the courtroom or adjacent areas, he shall so inform the bailiff and indicate where he may be located. An attorney whose matter is scheduled for that day shall not leave the premises without the approval of the Court.

Revised Effective July 1, 2003
Counsel's failure to appear, or appearing only extremely late, for conferences with the Court, or for argument of motions, trial, or any other proceeding, causes great inconvenience to the Court, opposing counsel, and in some instances, to witnesses. Accordingly, it will be the Court's policy to impose costs or sanctions as appropriate.

**Rule 42.5 Intake
(a) Purpose of Intake**

EBR Juvenile Court
When the offensive conduct is trivial and/or where parental discipline is adequate, or where the juvenile can benefit most by referral to out of court agencies for voluntary intervention and the rendition of services, the Court should not retain jurisdiction over the juvenile or the subject matter of the case. It is the express policy of the Court that non judicial handling be encouraged where appropriate in the interest of keeping juveniles out of the juvenile court system where the conditions contained in this rule are manifest.

Revised Effective July 1, 2003

**Rule 42.5 Intake
(b) Intake Process; Forms; Interview
(1) Dependency Proceedings**

EBR Juvenile Court
All allegations reports of abuse and/or neglect shall be made to OCS and all validated complaints by OCS shall be forwarded to the East Baton Rouge District Attorney for a determination of whether the case will be prosecuted.

Revised Effective

July 1, 2003

Rule 42.5 Intake
(b) Intake Process; Forms; Interview
(2) Delinquency Proceedings

EBR Juvenile Court All reports involving delinquency are received by the Department of Juvenile Services, City of Baton Rouge, Parish of East Baton Rouge and forwarded to the East Baton Rouge Parish District Attorney's Office when appropriate.

Revised Effective July 1, 2003

Rule 42.5 Intake
(b) Intake Process; Forms; Interview
(3) FINS Proceedings

EBR Juvenile Court All reports involving status offense, or FINS complaints are received by the Department of Juvenile Services, City of Baton Rouge, Parish of East Baton Rouge and forwarded to the East Baton Rouge Parish District Attorney's Office when appropriate

Revised Effective July 1, 2003

Chapter 43 DEPENDENCY PROCEEDINGS (CHILD IN NEED OF CARE AND JUDICIAL CERTIFICATION FOR ADOPTION/TERMINATION OF PARENTAL RIGHTS)

Rule 43.0 One Family/One Judge Policy

EBR Juvenile Court Dependency cases involving more than one member of the same family shall be heard by the same Judge.

Revised Effective July 1, 2003

Rule 43.2 Concurrent Planning

EBR Juvenile Court To the extent feasible and in compliance with applicable federal and state laws, each and every case plan filed with the Court shall contain concurrent plan goals and activities designed to meet both goals, although one goal may be determined to be the primary goal.

Revised Effective July 1, 2003

Rule 43.4 Instantner/Removal/Hold Orders

DEPENDENCY PROCEEDINGS (CHILD IN NEED OF CARE AND

Rule 43.4

EBR Juvenile Court

Revised Effective July 1, 2003

INC cases shall be allotted to the Division that is on duty during the month in which the verbal hold order is issued. For purposes of the In Need of Care proceeding, Division A will handle all INC verbal hold orders, verified complaints and continued custody hearings in even numbered months (February, April, June, August, October, and December. Division B will handle all INC verbal hold orders, verified complaints and continued custody hearings in odd numbered months (January, March, May, July, September, and November).

Either Judge or duly appointed judge pro tempore shall issue and/or sign orders of an emergency nature if the judge to whom the case is assigned is ill, on vacation, out of the Parish of East Baton Rouge, or is otherwise unavailable. However, in any case in which the order of emergency nature is issued by a Judge other than the Duty Judge, the verified complaint shall be signed by the Judge issuing the order, but all subsequent proceedings shall be handled by the Division in which the case would have been assigned had the Duty Judge been available, except for those proceedings for which the Duty Judge remains ill, on vacation, or otherwise unavailable.

The proceedings will be transferred to the Division to which it would have been assigned if the Duty Judge had been available when said Judge or Division becomes available.

In the event an instanter order is not requested but a proceeding is begun by some other means not requiring the issuance of an emergency order, the pleading and/or other document shall be filed directly with the Juvenile Court Docket Clerk at the Juvenile Court, who shall randomly allot the case to a Division of Court regardless of the month in which the proceeding is filed.

Rule 43.5

EBR Juvenile Court

Revised Effective July 1, 2003

Should a child in OCS custody be moved from one placement to another, OCS or any other agency to which the child has been assigned shall inform the Court and the child's prior caretaker and/or custodian of the change in placement.

If hospitalization is required in a mental facility as defined by the Children's Code, the custodial agency shall inform the Court within 24 hours, and a representative from the Mental Health Advocacy shall be appointed to represent the child.

Rule 43.6

Reports

EBR Juvenile Court

Revised Effective July 1, 2003

All court reports by OCS shall be filed with the Juvenile Court Docket Clerk. OCS shall forward copies to all attorneys of record, unrepresented parties, and CASA at least 10 days prior to the scheduled Disposition Hearing, Case Review Hearing pursuant to Ch.C. Art. 692, and Permanency Hearing pursuant to Ch.C. Art. 702. If for any reason the court continues a scheduled hearing for more than a 30 day period, OCS shall prepare and send an update letter to all attorneys of record, unrepresented parties, CASA and the Court, within 3 days prior to the hearing.

The initial case plan developed by OCS shall be filed with the Court prior to or at the time of the Ch.C. Art. 646.1 Pre-Hearing Conference or within 60 days of the entry into the custody of OCS, whichever is earlier. Copies shall be forwarded by OCS to all attorneys of record, unrepresented parties and CASA at the same time the case plan is filed with the Court.

Rule 43.7

CASA

DEPENDENCY PROCEEDINGS (CHILD IN NEED OF CARE AND

Rule 43.7

EBR Juvenile Court

The Capital Area Court-Appointed Special Advocate Association (CASA) shall be appointed at the time of the signing of the verified complaint. A copy of the verified complaint and Order appointing the CASA program shall immediately be forwarded to CASA. CASA shall submit an Order to Assign a particular volunteer to the particular case once a determination/assessment is made of the best candidate for the case.

Revised Effective July 1, 2003

All CASA reports shall be filed with the court, all attorneys of record, unrepresented parties and OCS within 3 days prior to the scheduled hearing. If the court reschedules the hearing for more than 30 days, CASA shall prepare an update to the Court, all attorneys of record, unrepresented parties and OCS within 3 days prior to the hearing.

A CASA program staff or volunteer representative shall be allowed to inspect the OCS record without prior order of the Court upon presentation to OCS the Order from the verified complaint appointing CASA signed by the Court. Copies of the most recent medical reports, most recent family team conference, most recent school reports and most recent court reports shall be provided by OCS to the CASA volunteer in accordance with La. R.S. 46:56.

Chapter 44 DELINQUENCY PROCEEDINGS

Rule 44.0 Delinquency Proceedings

EBR Juvenile Court

To facilitate the fair and expeditious resolution of cases, it is the policy of the Court to transfer to the lower numbered suit and consolidate for trial and further oversight those cases in which such consolidation is appropriate. The transfer and consolidation shall be by joint order of the judge of the Division to which the transfer is sought and the judge of the Division from which the transfer is made. It shall be the duty of any attorney in any case which ought to be consolidated to so move or call to the Court's attention the pendency of related cases that should be considered for consolidation. The cases which ought to be transferred include those which concern members of the same family.

Revised Effective July 1, 2003

Any case having been allotted may be transferred from one Division to another upon the written motion of any party, or by the Court on its own motion for good cause, provided that such transfer is ordered in writing by the Judge of the Division from which and to which the case is transferred.

Rule 44.1 Reports

EBR Juvenile Court

Reports to the Court regarding recommendations for disposition, including any required supervision plans and service plans, and reports pertaining to review hearings shall be submitted to the Court in writing no later than three (3) working days prior to the scheduled hearing date pursuant to Ch.C. Art. 891.

Revised Effective July 1, 2003

Chapter 45 FINS PROCEEDINGS

Rule 45.2

EBR Juvenile Court

(a) Reports

Reports to the Court regarding recommendations for disposition and reports pertaining to review hearings for adjudicated FINS shall be submitted to the Court in writing no later than three (3) working days prior to the scheduled hearing date. When required by the Court, reports to the Court regarding the monitoring of non adjudicated FINS shall be submitted to the Court monthly.

Revised Effective July 1, 2003

In the event, the FINS predisposition report recommends custody to any agency, the FINS officer shall immediately provide to that agency notice of the hearing, a copy of the report, all supporting documentation, all records and its right to be present at the hearing.

EBR Juvenile
Court

(b) Case Plans

Following any disposition which places a child in the custody of a State agency, the first case plan shall be set for review within 60 days of the child entering State custody.

Revised Effective
July 1, 2003

All subsequent reviews shall be held in accordance with Chapters 15 and 16 of Title VI of the Louisiana Children's Code.

Chapter 46

ADOPTION PROCEEDINGS

Rule 46.0

Filing of Pleadings; Required Exhibits

EBR Juvenile
Court

Adoption proceedings, including surrenders, are filed directly with the 19th Judicial District Clerk of Court in the Adoption Department. Once filed, petitions are forwarded by the Clerk of Court to the Juvenile Court for the Judge's signature, assignment of a time and date of hearing, and the appointment of a Curator Ad Hoc when applicable. Any subsequent pleadings shall be filed directly with the 19th Judicial District Clerk of Court with the exception of the final decree.

Revised Effective
July 1, 2003

When an adoption proceeding motion begins with the filing of a surrender, an Order approving the surrender and setting the matter for review in accordance with Ch.C. Art. 1131 and Ch.C. Art. 1146 shall accompany said surrender. However, in cases in which the surrendered child is in the custody of OCS, the reviews mandated by Ch.C. Art. 1146 shall be consolidated with the reviews held pursuant to the CINC process of Title VI.

In addition to the requirements otherwise set forth, all formal Acts of Surrender filed in this Court must:

1. State the identity of the father(s), or explicitly state that his identity is unknown.
 2. When required by law, contain a statement that the surrendering parent is represented by counsel. The attorney who represents the surrendering parent cannot concurrently represent the adopting parents. The notary may not be either the attorney for the surrendering parent or the attorney for the adoptive parents who wish to remain anonymous, as both of these attorneys are required to sign the surrender, and an attorney shall not notarize his own signature.
 3. Be witnessed by two persons over 18 years of age and notarized.
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Rule 46.1

Uncontested Adoptions

EBR Juvenile
Court

Petitioners and counsel shall be present in Court and prepared to proceed at the date and time fixed for the hearing. The hearing may be conducted in Chambers at the discretion of the Judge. The presence of petitioners at the hearing may not be waived except with approval of the Judge, and then only on 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 necessitating the petitioner's absence as well as attesting that the petitioner's testimony at the hearing would be substantially the same as the information provided to DSS for preparation of the confidential report.

Revised Effective
July 1, 2003

Counsel shall submit the original decree and at least one (1) copy of the decree for the Court. Counsel may submit as many copies of the decree as required by Counsel.

Chapter 46 ADOPTION PROCEEDINGS

Rule 46.2 Contested Adoptions; Appeals

EBR Juvenile Court

In order to prevent delays that may destroy the natural parent's rights under the adoption statutes or have a harmful effect upon the child/ children all contested private adoptions shall proceed expeditiously and within the following time frames:

Revised Effective July 1, 2003

Upon receiving formal or written informal notice signed by the contesting parent that an adoption proceeding is contested or, if an objection is otherwise filed to the adoption, the Court shall schedule a hearing and decide the issue of parental rights, best interest of the child, or any related issues within twenty (20) days of the Court's receipt of such notice.

If an appeal from the Court's ruling is filed, the trial Court shall fix the return date of the appeal no more than twenty (20) days from the date the estimated costs are paid. Emergency supplemental court reporting services may be applied for with the Judicial Administrator of the Juvenile Court.

Rule 46.3 Continuances

EBR Juvenile Court

If there is a need for a continuance in an adoption proceeding, the attorney shall contact the Juvenile Court for a reassignment. If a continuance is granted, it is the attorney's responsibility to notify DSS, the petitioner, and the Curator when applicable.

Revised Effective July 1, 2003

Rule 46.4 Reports

EBR Juvenile Court

Confidential reports from DSS are due seven (7) days prior to date of the hearing.

Revised Effective July 1, 2003

Rule 46.5 Curators ad Hoc: Duties, Procedures, Fees

EBR Juvenile Court

The Curator must file with the Clerk a complete resume in the form of a "Note of Evidence" detailing all of the diligent efforts made by the Curator in his attempt to locate the absent parent.

Revised Effective July 1, 2003

When a Curator successfully locates a missing or absent parent he shall send the absent parent notice of the filing of the adoption petition but he shall not send the actual petition and exhibits.

The fee for appointment as attorney to represent absentee parties is hereby fixed at the sum of \$200.00 plus costs except in INC and TPR cases. Litigants desiring the appointment of an attorney to represent the absentee shall deposit the fee plus advance cost of \$100.00 with the Clerk of Court. Such litigant shall certify to the Court in the order seeking the appointment that the fee has been paid in advance in full. The Court may order an additional attorney fee should it be necessary for multiple court appearances or extraordinary efforts to discharge duties under the appointment.

A filing fee shall be assessed by the Clerk of Court in all adoption proceedings. Additional fees may be assessed.

Chapter 47

CHILD SUPPORT PROCEEDINGS

Rule 47.0

Expedited Process

EBR Juvenile
Court

Expedited Process

Revised Effective
July 1, 2003

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

Filings and Pleadings

Initial filings on Non-Support (Criminal and Civil), UIFSA and other matters pertaining to the establishment, collection and enforcement of support orders shall be filed directly with the Family Law Division of the East Baton Rouge Parish District Attorney's Office to be filed with the Clerk of Court, 19th Judicial District. Any subsequent pleadings or motions shall be filed with the NonBSupport Court Clerk at the Juvenile Court.

Convening Hours and Sessions

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

Docketing of Cases, Development of Forms

The East Baton Rouge Parish District Attorney's Office, Family Law Division, shall cause to be docketed all non support cases, both civil and criminal, pertaining to the establishment, collection and enforcement of support orders. The EBR Parish District Attorney shall be the prosecuting officer in these cases and shall have a representative in Court when such cases are docketed. The EBR Parish District Attorney is authorized to develop the necessary forms in order to effectuate the prompt and efficient movement of all such cases through Court, subject to Court approval.

Rules and Motions

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

All rules and motions filed on behalf of the State of Louisiana are the responsibility of the BR Parish District Attorney, Family Law Division. The D.A. shall represent the interest of the State at the hearing.

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

When rules are filed alleging contempt for failure to pay support as ordered, the Regional Support Enforcement Office shall procure a computer generated report of the defendant's account to assist the Court in determining the proper status of the account.

Motion for Contradictory Hearing

Any party may take exception to the Hearing Officer's findings of fact and move for a contradictory hearing

before the Judge of the appropriate Division of the Court. A written opposition to the Hearing Officer's Recommendation to the Court shall be filed within 3 days from the date of the hearing with the Clerk of the Juvenile Court, NonBSupport Division.

Upon filing a "Motion for Contradictory Hearing" opposing the Hearing Officer's Recommendation, the Court shall schedule a contradictory hearing on the Court's next available date to be held before the Judge in the appropriate Division. The Judge shall accept, reject, or modify in whole or part the findings of the Hearing Officer.

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

Contradictory Hearings

Contradictory Hearings to the Non-Support Hearing Officer's Recommendations shall be heard on the third Thursday of each month at the Juvenile Court. Division "A" will hear reviews in even numbered months (February, April, June, August, October, and December) and Division "B" will hear reviews in odd numbered months (January, March, May, July, September, and November).

Uniform Interstate Family Support Act (UIFSA)

Where either party, petitioner or respondent, in a support matter resides out of the State of Louisiana, such matters shall be filed through the EBR Parish District Attorney, Family Law Division.

When the person owing the support (designated as "Respondent") resides within the jurisdiction of the EBR Parish Juvenile Court and the petitioner resides in another state, such case shall be designated as "Responding UIFSA". (Prior to 1/1/96, "Responding URESA".)

When the person seeking support (designated as "Petitioner/Complaining Witness") resides within the jurisdiction of the EBR Parish Juvenile Court and the Respondent resides in another state, such case shall be designated as "Initiating UIFSA". (Prior to 1/1/96, "Initiating URESA".)

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

Rule	47.1	Required Information
EBR Juvenile Court		At all hearings to initially set support or modification of an existing order, both the defendant and the person seeking the order of support or modification shall bring with them to Court a copy of their most recent state and federal tax return, two recent paycheck stubs or certification/evidence of state or federal benefits.

Revised Effective
July 1, 2003

Rule	47.2	Administrative Fee
EBR Juvenile Court		Pursuant to the authority of R.S. 46:236.5, in all Title IVBD Social Security Act cases presently pending and arising in the future, the Court shall assess an additional five (5%) percent to each support obligation, including existing arrearages and future arrearages, as well as ongoing support payments, beginning August 1, 1992, in accordance with East Baton Rouge Parish Juvenile Court Order as amended on the 1st day of July, 1994.

Revised Effective

July 1, 2003

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

Rule 47.3 Payment; Collection Procedures

EBR Juvenile Court
When support is awarded and an assessment of the 5% administrative fee has been made, all payments are to be made by cashier's check or money order to the Department of Social Services (DSS) and mailed to the Department of Social Services, Post Office Box 260222, Baton Rouge, Louisiana 70826B0222.

Revised Effective July 1, 2003
Direct payments between parties may not be credited to the support account.

The Regional Support Enforcement Office is charged with the responsibility of receiving child support payments as ordered by the Court, distributing support payments, receipting for same, and keeping accurate records.

Change of Address of Defendant or Payee

Either party in a court ordered support matter is responsible for notifying the Court in writing through the Regional Support Enforcement Office of any change of address or place of employment.

Chapter 48 TRAFFIC PROCEEDINGS

Rule 48.0 Traffic Referees

EBR Juvenile Court
Traffic Referee - an officer appointed by the East Baton Rouge Parish Juvenile Court to hear all traffic cases allowed by law.

Revised Effective July 1, 2003

Rule 48.1 Traffic Procedure

EBR Juvenile Court
Traffic citations shall be filed directly with the Traffic Clerk of the Juvenile Court to be heard by the Traffic Referee appointed by the Court or a Judge of the Juvenile Court. Traffic matters shall be randomly allotted. Division A will handle all cases designated "A" in even numbered months (February, April, June, August, October, and December). Division B will handle all cases designated "B" in odd numbered months (January, March, May, July, September, and November).

Revised Effective July 1, 2003

Citations shall be randomly allotted to the appropriate Division unless there is a court date pending on a previous citation, the matter shall be allotted to the same Division as the pending matter and shall be heard on that date if practicable.

Citations involving Title 14 charges (DWI, fleeing to elude, hit and run, and reckless operation) are forwarded to the Department of Juvenile Services for referral to the East Baton Rouge Parish District Attorney's Office.

Rule 48.2 Fines, Fees and Costs

Rule 48.2

EBR Juvenile Court

Revised Effective July 1, 2003

The Juvenile Court may promulgate a table of costs to be charged in traffic cases, not inconsistent with the Ordinances of the City of Baton Rouge and Statutes of the State of Louisiana in addition to or in lieu of other penalties to be imposed on juvenile traffic offenders. Cost assessments shall be standard for both Divisions of Court with a fine to be set at the discretion of the presiding Hearing Officer or Judge not to exceed \$100.00.

Notification of costs shall be posted in a public place outside the courtroom prior to their effective date. The Judicial Administrator or her designee is required to receive all fines and costs imposed at traffic hearings or otherwise, to issue receipt therefor, and account for all receipts.

Victim of Juvenile Crime Compensation Fund

Pursuant to Ch.C. Art. 811.2, a special cost not to exceed \$15.00 may be levied against any juvenile who is found to have committed a traffic violation resulting in injury or property loss, or who is found to have committed a juvenile offense.

A special cost not to exceed \$15.00 may be levied against any juvenile found to have committed a traffic violation.

Such costs shall be in addition to any other fines or fees and shall be payable to the East Baton Rouge Parish Victim of Juvenile Crime Compensation Fund.

Chapter 49 OTHER PROCEEDINGS

Rule 49.1 Voluntary Transfer of Custody

EBR Juvenile Court

Revised Effective July 1, 2003

Voluntary Transfer of Custody proceedings shall be filed by the attorney representing the parties at interest, or in proper person, directly with the 19th Judicial District Clerk of Court in the Adoption Department, prior to being presented to the Judge for consideration.

With leave of Court, a Voluntary Transfer of Custody proceeding may be filed in a pending matter. Otherwise, petitions for Voluntary Transfer of Custody shall be filed in the manner required by Title XV, Chapter 3 of the Louisiana Children's Code.

Unless waived, each petition for voluntary transfer of custody shall be accompanied by a certified copy of the birth certificate for each child over which transfer of custody is sought. Upon review and copying of the birth certificate by the Court or its designee, the certified copy of the birth certificate will be returned to the party filing the petition.

The Clerk of Court, or a person designated by him and under his immediate supervision, shall upon the filing of any new Voluntary Transfer of Custody proceeding and the payment of costs chargeable thereto, immediately and publicly randomly allot the matter to a Division of the Juvenile Court.

No case shall be allotted which has not been regularly filed. Any person who takes any action for the purpose of circumventing the chance allotment established by this rule shall be in contempt of court.

Rule 49.3 Marriage of Minors

EBR Juvenile Court

Revised Effective July 1, 2003

Requests for age waivers for marriage of minors shall be filed directly with the Department of Juvenile Services and presented to the Judge on duty for consideration.

Rule 49.4

Abortion

EBR Juvenile
Court

Requests for age waivers for abortions shall be filed directly with the Judicial Assistant of the Duty Judge at the Juvenile Court and presented to the Duty Judge for consideration. Forms may be obtained from the Judicial Assistant.

Revised Effective
July 1, 2003

Chapter 50

APPEALS AND WRITS

Rule 50.0

Transcripts

EBR Juvenile
Court

Time Limitations and Costs

Revised Effective
July 1, 2003

The time allowed for preparation of transcripts on appeals taken in delinquency, INC, and FINS proceedings shall conform to the requirements of Title III, Chapter 9, of the Children's Code. The time allowed for preparation of transcripts on appeals taken pursuant to involuntary termination of parental rights, surrenders and adoption proceedings shall conform to the requirements of Titles X, XI, and XII of the Children's Code.

The time allowed for preparation of transcripts on appeals taken in proceedings concerning support of family shall conform to the requirements of Title XIII of the Children's Code.

Costs for the preparation of transcripts shall be fixed pursuant to a schedule adopted by the Court en banc and published both at the Juvenile Court and the 19th Judicial District Clerk of Court.

When an appeal has been filed, all costs associated with preparation of transcripts shall be estimated by the 19th Judicial District Clerk of Court and billed to the appropriate party prior to the preparation of the transcript. The transcript will not be prepared until the Clerk of Court notifies the Certified Court Reporter that the estimated costs have been prepaid in full.

In all cases where the appealing parties are indigent, transcripts of the proceedings will not be prepared by the Court Reporter without the authorization of the Judge of the Division in which the case was heard.

Costs for transcripts for purposes other than appeal are estimated by the Certified Court Reporter. Prior to the preparation of the transcript, the estimated costs must be deposited with the Judicial Administrator of the Juvenile Court in the form of a check or money order made payable to the East Baton Rouge Parish Juvenile Court. Upon completion of the transcript, the party requesting the transcript will be billed for any amount due in addition to the estimated cost. The transcript will not be released until all costs have been paid. The Court will reimburse the party for any amount deposited in excess of the actual cost of the transcript.
