

TITLES I, II, and III

Chapter: 9 Chapter Title: Procedure

Appendix 7

Rule No: 9.4

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

**1st Judicial District
Court**

Parish of Caddo

All pleadings shall be taken to the clerk of court's office for filing. Initial filings, including all succession matters and minor's settlements, shall be filed with the clerk, randomly assigned a docket number, and assigned to a section of the court. The clerk shall then deliver all filings which have an attached order or judgment to the assigned judge. After acting on the requested relief, the assigned judge shall return the original filing to the clerk.

**2nd Judicial District
Court**

**Parishes of
Bienville, Claiborne
and Jackson**

Amended effective
April 29, 2009

All pleadings shall be filed with the Clerk of Court.

**3rd Judicial District
Court**

**Parishes of Lincoln
and Union**

All pleadings in allotted cases that require an order prior to rendition of judgment must be presented to the judge to whom the case has been allotted with appropriate designation of either the division or name of the judge appearing thereon.

All pleadings requiring the signature of a judge in cases which have not been allotted to a division, or pleadings in allotted cases after rendition of judgment, shall be filed in the office of the Clerk of Court and left there to be signed by the judge signing orders.

**4th Judicial District
Court**

**Parishes of
Morehouse and
Ouachita**

All initial pleadings must be presented to the Clerk of Court for filing and random allotment to a Section. Thereafter, the civil judge assigned to the Section will act on all filings requiring orders or settings, with the exception of those pleadings which may be presented to the duty judge.

**5th Judicial District
Court**

**Parishes of
Franklin, Richland
and West Carroll**

None.

**6th Judicial District
Court**

None.

**7th Judicial District
Court
Parishes of
Catahoula and
Concordia**

Successions may be delivered directly to Judge's Chambers. All others must be filed with Clerk of Court.

**8th Judicial District
Court
Parish of Winn**

None.

**9th Judicial District
Court
Parish of Rapides**

PLEADINGS

Revised effective
Nov. 16, 2005

A. All pleadings shall be typed or printed or reproduced copies on legal size paper (8-1/2 x 14) and be in the English language. Use of dot matrix or any printout of a similar nature unless of letter quality is expressly prohibited and the Clerk shall not accept any such pleading for filing. The caption of all pleadings, judgments of dismissal included, which do not reflect in the caption a division designation reference will not be accepted by the Clerk for filing. The signature line for the judge on all judgments and orders must not be placed on a separate page apart from the body of the judgment or order. All orders must bear a caption of the case on the same page the judge signs.

B. All pleadings in allotted cases that require an order prior to rendition of judgment must be presented to the judge to whom the case has been allotted.

C. All pleadings requiring the signature of a judge in cases which have not been allotted to a division, or pleadings in allotted cases after rendition of judgment, shall be filed in the office of the Clerk of Court and left there to be signed by a judge signing orders.

D. Matters which by their very nature must be presented to the judge will be presented at 1:30p.m. each day, or at an appointment previously made with the judge.

E. Discovery: Unless otherwise permitted by the Court, for cause shown, no party may serve upon any other party more than one set of twenty-five (25) interrogatories pursuant to Code of Civil Procedure Article 1457, including all parts and subparts. Interrogatories shall be so arranged that following each question, there shall be provided a sufficient blank space for inserting a typed response. If the space allotted is not sufficient the responding party shall complete the answer on an "addendum" properly identified and attached. When the interrogatories have been completed by the responding party, the original shall be returned to the proponent, and copies served upon all other parties.

Interrogatories under Article 1421 of the Louisiana Code of Civil Procedure, and the answers thereto, Requests for Production or Inspection under C.C.P. 1421, Requests for Admissions under C.C.P. 1421, and responses thereto, shall be served upon other counsel or parties, but shall not be filed with the Court, unless a judge of this Court orders that such be filed. The party responsible for service of the discovery material shall retain the original and become the custodian of any such non-filed materials.

If relief is sought under Article 1469 of the Louisiana Code of Civil Procedure, concerning any interrogatories, requests for production or inspection, requests for admissions under C.C.P. 1467, or answers to interrogatories, then copies of the portions of interrogatories, requests, answers or responses in dispute shall be filed with the Court contemporaneously with any motion filed under said articles.

If interrogatories, requests, answers, or responses are to be used at trial or are necessary to a pre-trial motion

which might result in a final order of any issue, the portions to be used shall be filed with the Clerk at the outset of the trial or at the filing of the motion insofar as their use can be reasonably anticipated.

When documentation of discovery not previously in the record is needed for appeal purposes, upon an application and order of the Court, or by stipulation of counsel, the necessary discovery papers shall be filed with the Clerk.

This rule shall not be construed so as to preclude the filing of any of the aforesaid discovery materials as exhibits or as evidence in connection with a motion or at a trial.

MONEY JUDGMENTS AND EXECUTORY PROCESS

In all actions for money judgments, including executory process, based upon loans or open accounts wherein interest, finance charges or other consideration is included in the amount claimed, there shall be attached to the petition or filed in evidence a sworn itemized statement showing the amount of principal, interest or finance charges or consideration, and other charges as well as the amount of unearned interest, finance charges or other consideration. If a statement pursuant to the Truth-In-Lending Act was prepared, a copy of it shall also be attached.

10th Judicial District Court
Parish of Natchitoches None.

11th Judicial District Court
Parish of Sabine None.

12th Judicial District Court
Parish of Avoyelles None.

13th Judicial District Court
Parish of Evangeline None.

14th Judicial District Court
Parish of Calcasieu All initial pleadings must be delivered to the Clerk of Court for filing and allotment prior to presenting any order to a judge, except that initial pleadings with a pauper order should be presented to the duty judge before filing, provided that in Family Court, all initial pleadings and all pleadings requiring signing of an order should be delivered to the judges' chambers.

After allotment, a pleading with an order may be presented prior to filing to the duty judge if applicable or to the judge of the division to which the case is allotted.

**15th Judicial District
Court**
Parishes of Acadia,
Lafayette and
Vermilion

None.

**16th Judicial District
Court**
Parishes of Iberia,
St. Martin and St.
Mary

Pleadings in Succession and Tutorship matters and Domestic Abuse Restraining Orders are routinely presented to any Judge available in Chambers before filing with clerk. All other pleadings and Orders must be filed with the Clerk of Court. All "pauper" proceedings must first be submitted to the Clerk.

**17th Judicial District
Court**
Parish of Lafourche

None.

**18th Judicial District
Court**
Parishes of Iberville,
Pointe Coupee and
West Baton Rouge

None.

**19th Judicial District
Court**
Parish of East Baton
Rouge

All pleadings are to be filed with the Clerk of Court, and memoranda in support of or in opposition to rules, motions and exceptions are to be filed in the Judge's office.

**20th Judicial District
Court**
Parishes of East
Feliciana and West
Feliciana

None.

**21st Judicial District
Court**
Parishes of
Livingston, St.
Helena and
Tangipahoa

None.

**22nd Judicial District
Court**
Parishes of St.
Tammany and
Washington

None.

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

**24th Judicial District
Court** All pleadings filed with Clerk; required copy to Judge of Motions and Exceptions, Memorandum in Support
Parish of Jefferson and/or Opposition Thereof.

**25th Judicial District
Court** None.
**Parish of
Plaquemines Parish**

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

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

**28th Judicial District
Court** All pleadings must be filed with the Clerk of Court.
Parish of LaSalle

**29th Judicial District
Court** None.
Parish of St. Charles

**30th Judicial District
Court** None.
Parish of Vernon

**31st Judicial District
Court** None.

**Parish of Jefferson
Davis**

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

**33rd Judicial District
Court
Parish of Allen** None.

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

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

**36th Judicial District
Court
Parish of
Beauregard** All filings are made first with the Clerk of Court, who attaches the filing to the full record and forwards it to the appropriate judge for signing of any orders. This filing requirement extends to memoranda and briefs required by court rule or special court order in connection with an individual case. All filings are date and time stamped by the Clerk to determine compliance with any filing deadlines in connection with briefs and memoranda.

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

**38th Judicial District
Court
Parish of Cameron** Pleadings which are time sensitive should be filed with the clerk of court in order to be time stamped. Otherwise, pleadings may be delivered directly to the judge's office or to the clerk of court.

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

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

Criminal District Court Note: This Court does not preside over civil matters.
Parish of Orleans

Civil District Court None.
Parish of Orleans

**42nd Judicial District
Court** Contested proceedings must be presented to the Clerk for allotment. Uncontested pleadings may be
Parish of DeSoto delivered directly to a judge's chambers.

Adopted effective
December 17, 2008
