

and not-so-new

# **THE New ✓ Lawyers' SURVIVAL GUIDE**

**WHAT TO DO WITH THAT LAW LICENSE  
NOW THAT YOU HAVE IT**



**A PUBLICATION OF THE  
BATON ROUGE BAR ASSOCIATION  
YOUNG LAWYERS COUNCIL 2017**

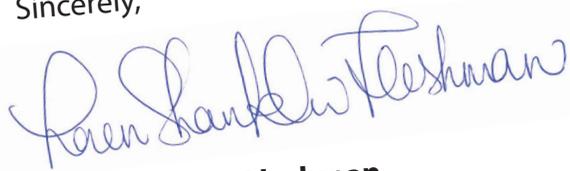
Dear Colleagues:

On behalf of the Young Lawyers Section of the Baton Rouge Bar Association, we are proud to present you with a guide that we hope will become an invaluable resource to you and your practice: **"The New (and Not-So-New) Lawyers' Survival Guide 2017."** The initial purpose of this guide was to provide newly-minted attorneys with a single reference containing basic information about the practice of law that is not taught in any law school course.

However, during the process of compiling the information, it became apparent that even attorneys who have been practicing law for several years would benefit from this guide. So in the end, this is meant to be a resource for any attorney — no matter how much experience he/she has — who finds himself/herself asking, "I wonder how ...."

We hope you will get plenty of use out of this survival guide. And whether you are truly young or just young at heart, may you thrive — not just survive — in this wonderful profession of ours.

Sincerely,



**Loren Shanklin Fleshman**  
2017 Young Lawyers Section Chair

Congratulations on obtaining your Juris Doctor and passing the Louisiana Bar Exam. Welcome to the legal profession.

You are now a member of an elite profession – not a trade, but a profession. You are now bound to be fair, honest and trustworthy even when no one is looking, to be respectful to all, and to act in a way that will bring credit to the bar. Sometimes that may be hard to do, but remember, as a lawyer, your reputation for competence and professionalism is your greatest asset.

You are entering the legal world at a time when the economy is rocky, and at times you may feel pressured to put work ahead of everything else in your life. If you want to avoid burnout, determine the quality of life you want to live, and the goals you want to accomplish. Then strive to keep a balance between your work life and your personal life.

Help in achieving your goals in the legal profession while keeping your life in balance is available through the Baton Rouge Bar Association and the Baton Rouge Bar Foundation. The Association, with more than 2,400 members, provides great opportunities to network with local lawyers and judges. Our Foundation provides outreach programs in the form of award-winning Youth Education and Juvenile Justice Programs as well as our Pro Bono Project. Giving back to your community through these programs is a wonderful way to feel good about yourself.

I look forward to meeting and working with each of you in the future. Again, welcome to the practice and to the best bar association in the country!

Karli Glascock Johnson, 2017 BRBA President

*Congratulations on being sworn in as one of the newest members of the Louisiana State Bar! This handbook is designed to help you get started in your career, and answer some basic questions as you begin the practice of law.*

*Understandably, you will begin your career feeling unprepared to actually be a lawyer. They didn't teach you that in school! A seasoned attorney in Baton Rouge, Vincent Fornias, proposes the following open letter....*

Dear Young Lawyer,

By the time you read this, you probably are already reconsidering that teaching assistant position you were tentatively offered before law school, or wondering what a fishing guide in Golden Meadow might net (after taxes, of course!) on an annual basis. Take it from a (relatively) old coot who got out of law school in the early days of the Jimmy Carter administration and/or the late stages of The Disco Craze: give this gig you chose time to simmer. It's well worth it.

You may want to put this in your I-used-to-walk-to-school-uphill-both-ways file, but accept it as the truth. Within a two-week period, I took my last law school examination, welcomed my first child into the world (she is now alas, one of us) and signed a purchase agreement on our first home – for the princely sum of \$42,000, which happened to be three times my starting salary at one of the more respected firms in this town. As I nervously awaited the result of the bar exam I tagged along with senior members of my firm to the courtroom. I was both awed and intimidated by how very many details of the everyday practice of law were unknown, and hopefully not unknowable, to me. It was literally sink or swim time, with a growing family to support and a career to establish. Though I was as vulnerable professionally as a newborn seal in a deep ocean, I survived thanks to the unflinching patience and camaraderie of more local lawyers and judges than I could ever mention. You will as well. Have faith.

As a litigator for the first couple of decades of my law practice, I was exposed, like it or not, to most geographical areas of this state and to the lawyers who inhabit them. I assure you that your cohorts in Baton Rouge comprise not only the cutting edge of skill levels and expertise, but more importantly, possess a collegiality and sense of fair play that is unsurpassed in any other region of this or any other state. This has not happened because there is a difference in the sweet water we drink or the humid air we breathe here. It is the proud by-product of several generations of your predecessors who have worked tirelessly at Doing Things Right. We have all learned to think before we talk, talk before we act, and act in a way that reflects not only upon us as individuals, but on our entire legal community. We have learned that law in this neck of the woods is practiced in “post Columbian” manners – and I do mean “manners.” Always remember that our legal world is not flat, but perfectly round – with consequences good and bad for the way in which we conduct ourselves and deal with our clients and fellow lawyers.

Despite our magnificent growth in numbers all these many years, we have managed to retain – and hold precious dear – a spirit that we are, inextricably, all in this together. You will find in due course that it is a very nice torch to carry, and ultimately to pass on. Grab hold. You won't get burned. I promise.

**Vincent P. Fornias**

Proud Member, Baton Rouge Bar Association

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## BATON ROUGE BAR ASSOCIATION

### Explanation of Association

#### Mission Statement:

The Baton Rouge Bar Association will be the beacon for the full spectrum of the legal profession by fostering professional courtesy, increasing the diversity of the bar and the participation of under-represented groups, maintaining a sound financial base, enhancing and developing member services and community outreach, and promoting and improving the image of the profession.

### Contact Information

Baton Rouge Bar Association  
Mailing Address: P.O. Box 2241, Baton Rouge, LA 70821  
Street Address: 544 Main Street, Baton Rouge, LA 70801  
Phone: (225) 344-4803  
Fax: (225) 344-4805  
www.brba.org

### Events of 2017 (subject to change)<sup>1</sup>

#### January 2017 activities:

*Around the Bar* magazine  
11: BRBA Installation Ceremony  
25: Opening of Court & Memorial Ceremony

#### February 2017 activities:

*Around the Bar* magazine  
15: Joint Black History Month Luncheon with the BRBA, Martinet, BRAWA and Federal Bar  
17-18: High School Mock Trial District V Competition

#### March 2017 activities:

*Around the Bar* magazine

#### April 2017 activities:

*Around the Bar* magazine  
27: Health and Wellness Fair CLE

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<sup>1</sup> Updated 6/7/17

May 2017 activities:

*Around the Bar* magazine

1: Law Day

5: Summer Sizzlin' CLE

June 2017 activities:

*Around the Bar* magazine

14: BRBA Monthly Luncheon sponsored by YLS

July 2017 activities:

12: Sidebar Luncheon at the First Circuit Court of Appeals

26-29: Annual Bench Bar Conference at the San Destin Hilton

August 2017 activities:

September 2017 activities:

*Around the Bar* magazine

BRBA Monthly Luncheon

14: Arts Judicata

October 2017 activities:

*Around the Bar* magazine

27: Belly Up with the Bar

November 2017 activities:

*Around the Bar* magazine

9: Cocktails with the Court

BRBA Monthly Luncheon

Holiday Star Project

December 2017 activities:

*Around the Bar* magazine

Federal Court Admission Ceremony

CLE by the Hour, continuing legal education seminars for attorneys

Member Services

Membership in the Baton Rouge Bar Association provides many opportunities for professional enrichment and public service. The Association offers many events for networking with members of the legal community such as luncheons and the Bench Bar Conference. It also sponsors many continuing legal education programs at a reduced rate for its members, including a free professionalism CLE. The

monthly magazine is full of professional articles and editorial commentary. For a membership application, please visit our web site at [www.brba.org](http://www.brba.org).

Conference rooms may be rented by members of the BRBA subject to availability and schedule of the Association. The rental fee for a half-day is \$25 per room or \$50 per room for a full day. Please call (225) 344-4803 for more information.

The Middleton Bar Center has a wireless network available for its members. If you are downtown and wish to use it, just stop by with your laptop or iPad.

BRBA Membership mailing lists are available to its members for a fee. Please call (225) 344-4803 for more information.

### Staff Directory

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## **Attorney's Creed Of Professionalism**

### **PREAMBLE**

As a lawyer I have a specific responsibility to strive for a prompt, ethical, fair and just disposition of the matters entrusted to me. In order to carry out that responsibility; not only will I comply with the letter and spirit of the disciplinary standards applicable to all lawyers; but, I will also be mindful of the following Creed of Professionalism when dealing with my client, opposing parties, their counsel, the Courts and the general public.

### **WITH RESPECT TO MY CLIENT**

\* I will always remember that I owe undivided allegiance, the utmost application of my learning, skill and industry, and the employment of all appropriate legal means within the law to protect and enforce legitimate interests of my client. In the discharge of this duty, I should not be deterred by any real or fancied fear of judicial disfavor, or public unpopularity, nor should I be influenced directly or indirectly by any considerations of self-interest; but, I will not allow these obligations to interfere with my ability to provide my client with objective and independent advice in a manner consistent with my professional responsibilities.

\* I will endeavor to achieve my client's lawful objectives in business transactions and in litigation as expeditiously and economically as possible;

\* I will remember that the client has no right to demand that I engage in abusive conduct and I will advise my client against pursuing litigation (or any other course of action) that is without merit and against insisting on tactics which are intended to delay resolution of the matter or to harass or drain the financial resources of the opposing party;

\* I will advise my client that Civility and Courtesy are not be equated with weakness;

### **WITH RESPECT TO OPPOSING PARTIES AND THEIR COUNSEL**

\* I will be mindful that in adversary proceeding, clients are litigants and though ill feeling may exist between clients, such ill feeling should not influence my attitude, or demeanor towards opposing lawyers.

\* I will conduct myself with respect to opposing counsel in a manner that displays Courtesy and Candor in the pursuit of the truth and I will endeavor to cooperate in all respects not inconsistent with my client's interests.

\* I will not knowingly make statements of fact or of law that are untrue.

\* In litigation proceedings, I will agree to reasonable requests for extensions of time or for waiver of procedural formalities when the legitimate interests of my client will not be adversely affected.

\* Where consistent with my client's interests, I will communicate with opposing counsel in an effort to avoid litigation and to simplify and resolve litigation that has actually commenced.

\* I will refrain from filing or pursuing frivolous motions, claims, causes of action or defenses.

\* I will make every effort to agree with other counsel, as early as possible, on a voluntary exchange of information and on a plan for discovery.

\* When scheduling or canceling meetings, hearings or deposition, I will attempt to first arrive at mutually convenient times and dates and will notify opposing counsel, and, if appropriate, the Court (or other tribunal) as early as possible.

- \* In depositions, trials and other proceedings, and in negotiations, I will conduct myself with dignity, avoid making groundless objections and refrain from engaging in acts or rudeness or disrespect.
- \* I will not serve motions and pleadings on other party, or his counsel, at such a time or in such a manner as will unfairly limit the other party's opportunity to respond.
- \* I will clearly identify, for other counsel or parties, all changes that I have made in documents submitted to me for review.
- \* I will strive to be punctual in communications with others and in honoring scheduled appearances, and I recognize that neglect and tardiness are demeaning to me and to the Profession.
- \* In my dealings with the Court and fellow counsel, I will be guided by a fundamental sense of integrity and fair play and will always be mindful that my word is my bond.

#### **WITH RESPECT TO THE COURTS AND OTHER TRIBUNALS**

- \* I recognize that to the office of Judge, I owe respect, diligence, candor and punctuality and I acknowledge the importance of the maintenance of the dignity and independence of the judiciary, and protections against unjust and improper criticism and attack.
- \* I recognize that a Judge should be patient, dignified, and courteous to litigants, jurors, witnesses, lawyers, and others with whom he deals in his official capacity, and should require similar conduct of lawyers, and of his staff, court officials, and others subject to his direction and control.
- \* I adhere to the principle that a Judge should be punctual and maintain order and decorum in all proceedings before him.
- \* I will at all times be candid with the Court.
- \* I will not engage in discourtesies or offensive conduct.
- \* In all contacts with the Courts and court personnel, I will treat the Court and its staff with courtesy and respect and without regard to whether I agree or disagree with rulings of the Court in any specific case.
- \* I will not denigrate the Court in private conversations with my client.

#### **WITH RESPECT TO THE PUBLIC AND TO OUR SYSTEM OF JUSTICE**

- \* I will remember that, in addition to commitment to my client's cause, my responsibilities as a lawyer include a devotion to the public good.
- \* I will be mindful of the fact that, as a member of a self-regulating profession, it is incumbent on me to report violations by fellow lawyers of any disciplinary rule.
- \* I will be mindful of the need to protect the image of the legal profession in the eyes of the public and will be so guided when considering methods and contents of advertising.
- \* I will be mindful that the law is a learned profession and that among its desirable goals are devotion to public service, improvement of administration of justice, and the contribution of uncompensated time and civic influence on behalf of those persons who cannot afford adequate legal assistance.
- \* I recognize that my conduct is not governed solely by the Code of Professional Responsibility, but also by standards of fundamental decency and courtesy.

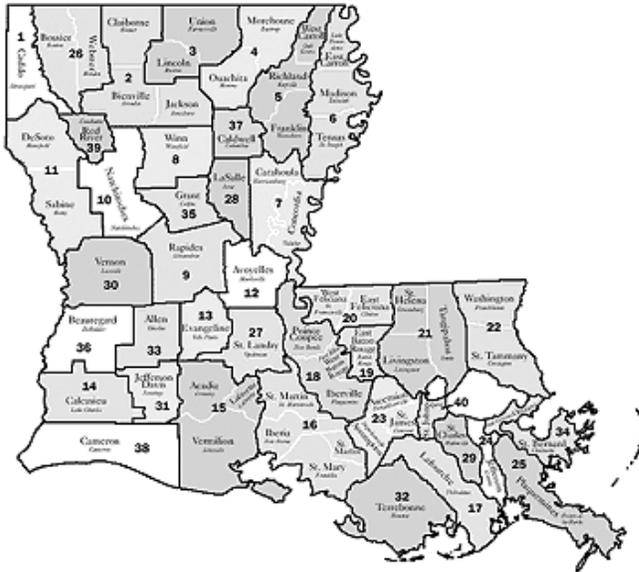
*Adopted April 4, 1990,  
by the Baton Rouge Bar Association*

Find copy in <http://www.brba.org/Images/Forms%20and%20Applications/creed.pdf>

## LOUISIANA STATE COURT SYSTEM

- A. General Louisiana State Court System: Louisiana currently maintains 42 district courts, which are often referred to as state courts, trial courts or judicial district courts (“JDC”). Each particular JDC is comprised of one or more parishes as represented in the map of the Louisiana District Courts:

Map of Louisiana District Courts:



[http://www.lasc.org/about\\_the\\_court/map01.asp](http://www.lasc.org/about_the_court/map01.asp)

The 42 district courts include 40 JDCs, the Civil District Court of Orleans Parish and the Criminal District Court of Orleans Parish. Each district court has one to several judges that serve over one to three parishes. Each parish is made up of one to several cities wherein one city serves at the parish seat. The “parish seat” city is where the clerk of court’s office is located for the particular parish.

The clerk’s office is responsible for filing pleadings and maintaining suit records, and is generally divided into Civil and Criminal divisions. Some parishes also have a division for Family or Domestic filings. The website and staff at the clerk of court’s office offer a wealth of information when filing a pleading or determining the status of a suit. Always remember: be polite to clerk of court staff; not only is your attitude a reflection of our profession, but those treated with respect will usually give you helpful advice to avoid common pitfalls.

### 1. First Judicial District Court of Caddo Parish

- a. Caddo Parish Cities: Belcher, Blanchard, Forbing, Gilliam, Greenwood, Keithville, Mooringsport, Oil City, Shreveport (parish seat), and Vivian.

- b. Caddo Clerk of Court:  
Mike Spence  
501 Texas Street, Room 103  
Shreveport, LA 71101  
Telephone: (318) 226-6776  
Facsimile: (318) 227-9080  
Website: <http://www.caddoclerk.com/>  
Email : [mike.spence@caddoclerk.com](mailto:mike.spence@caddoclerk.com)

**2. Second Judicial District Court of Bienville/ Claiborne/ Jackson Parish**

- a. Bienville Parish Cities: Arcadia (parish seat), Bienville, Gibsland, Ringgold
  
- b. Bienville Clerk of Court:  
James “Jim” W. Martin, 100 Courthouse Dr., Arcadia, LA 71001  
Telephone: (318) 263-2123  
Facsimile: (318) 263-7426  
Chief Deputy – Debra C. Greene  
Website: <http://www.clerk.bienvilleparish.org>
  
- c. Claiborne Parish Cities: Athens, Haynesville, Homer (parish seat), Summerfield.
  
- d. Claiborne Clerk of Court:  
Brian M. Flynn, 512 East Main Street, [P.O. Box 330],  
Homer, LA 71040  
Telephone: (318) 927-9601  
Facsimile: (318) 927-2345  
Website: <http://www.claiborneone.org/>
  
- e. Jackson Parish City: Jonesboro (parish seat).
  
- f. Jackson Clerk of Court:  
Laura Humbler Culpepper, 301 Jimmie Davis Blvd., [P.O. Drawer 730],  
Jonesboro, LA 71251  
Telephone: (318) 259-2424  
Facsimile: (318) 395-0386  
Website: <http://www.jacksonparishclerk.org/>

**3. Third Judicial District Court of Lincoln / Union Parish**

- a. Lincoln Parish Cities: Dubach, Grambling, and Ruston (parish seat).
  
- b. Lincoln Clerk of Court:  
Linda Cook, 100 W. Texas Ave., Ruston, LA, 71270  
Mailing Address: P.O. Box 924, Ruston, LA 71273  
Telephone: (318) 251-5130  
Facsimile: (318) 255-6004

Website: <http://www.lincolnparish.org/>

- c. Union Parish Cities: Downs ville, Farmerville (parish seat) and Spearsville.
- d. Union Clerk of Court:  
Dodi Eubanks, 100 E. Bayou St., Ste. 105, Farmerville, LA, 71241  
Telephone: (318) 368-3055  
Facsimile: (318) 368-3861  
Website: [www.upclerk.com](http://www.upclerk.com)

**4. Fourth Judicial District Court of Morehouse / Ouachita Parish**

- a. Morehouse Parish Cities: Bastrop (parish seat), Collinston and Mer Rouge.
- b. Morehouse Clerk of Court:  
Carol Jones, 100 E. Madison St., Bastrop, LA 71220  
Mailing Address: P.O. Box 1543  
Telephone: (318) 281-3343  
Facsimile: (318) 281-3775  
Website: <http://www.4jdc.com/>
- c. Ouachita Parish Cities: Monroe (parish seat) and West Monroe.
- d. Ouachita Clerk of Court:  
Louise Bond, 301 South Grand St, Ste. 104, Monroe, LA 71201  
P.O. Box 1862, Monroe, LA 71210-1862  
Telephone: (318) 327-1444  
Facsimile: (318) 327-1462  
Website: <http://www.opclerkofcourt.com>

**5. Fifth Judicial District Court of Franklin / Richland / West Carroll Parish**

- a. Franklin Parish City: Winnsboro (parish seat).
- b. Franklin Clerk of Court:  
Ann Johnson, 6550 Main St., [P.O. Box 1564], Winnsboro, LA 71295  
Telephone: (318) 435-5133  
Facsimile: (318) 435-5134/ (318) 435-6792  
Website: <http://5jdc.com/default.aspx>
- c. Richland Parish Cities: Delhi, Mangham and Rayville (parish seat).
- d. Richland Clerk of Court:  
Stacie S. Williamson, 708 Julia St., [P.O. Box 119], Rayville, LA 71269  
Telephone: (318) 728-4171  
Facsimile: (318) 728-7020  
Website: <http://5jdc.com/default.aspx>
- e. West Carroll Parish City: Oak Grove (parish seat).

- f. West Carroll Clerk of Court:  
Robyn Creech, 305 E. Main St., [P.O. Box 1078], Oak Grove, LA 71263  
Telephone: (318) 428-3281  
Facsimile: (318) 428-9896  
Website: <http://5jdc.com/default.aspx>

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

- a. East Carroll Parish City: Lake Providence (parish seat).
- b. East Carroll Clerk of Court:  
Beatrice A. Carter, 400 1st St., Lake Providence, LA 71254  
Telephone: (318) 559-2399  
Facsimile: (318) 559-0037
- c. Madison Parish City: Tallulah (parish seat).
- d. Madison Clerk of Court:  
Marion M. Hopkins, 100 N. Cedar St., Tallulah, LA, 71282  
Mailing Address: P.O. Box 1710, Tallulah, LA 71284  
Telephone: (318) 574-0655  
Facsimile: (318) 574-3961
- e. Tensas Parish Cities: Newellton and St. Joseph (parish seat).
- f. Tensas Clerk of Court:  
Christina “Christy” Lee, Courthouse, 201 Hancock St., [P.O. Box 78],  
St. Joseph, LA 71366  
Telephone: (318) 766-3921  
Facsimile: (318) 766-3926

**7. Seventh Judicial District Court of Catahoula / Concordia Parish**

- a. Catahoula Parish Cities: Harrisonburg (parish seat) and Jonesville.
- b. Catahoula Clerk of Court:  
Larisa Holley Field, 301 Bushley St., Suite 101, [P.O. Box 654],  
Harrisonburg, LA 71340  
Telephone: (318) 744-5497/(318) 744-5222  
Facsimile: (318) 744-5488
- c. Concordia Parish Cities: Ferriday, Ridgecrest and Vidalia (parish seat).
- d. Concordia Clerk of Court:  
Clyde R. Webber, Jr., 4001 Carter St., [P.O. Box 790],  
Vidalia, LA 71373  
Telephone: (318) 336-4204  
Facsimile: (318) 336-8777  
Website: <http://www.concordiaclerk.org/>

**8. Eighth Judicial District Court of Winn Parish**

- a. Winn Parish City: Winnfield (parish seat).
- b. Winn Clerk of Court:  
Chesney Creel Baxley, 119 W. Main St., Winnfield, LA 71483  
P.O. Box 137, Winnfield, LA 71483  
Telephone: (318) 628-3515  
Facsimile: (318) 628-3527

**9. Ninth Judicial District Court of Rapides Parish**

- a. Rapides Parish Cities: Alexandria (parish seat), Ball, Lecompte, Pineville, and Woodworth.
- b. Rapides Clerk of Court:  
Robin L. Hooter, 701 Murray St., [P.O. Box 952],  
Alexandria, LA 71309  
Telephone: (318) 473-8153  
Facsimile: (318) 473-4667  
Website: <http://www.rapidesclerk.org/>

**10. Tenth Judicial District Court of Natchitoches Parish**

- a. Natchitoches Parish Cities: Campti, Natchitoches (parish seat) and Provencal.
- b. Natchitoches Clerk of Court:  
David Stamey, 200 Church St., [P.O. Box 476]  
Natchitoches, LA 71458  
Telephone: (318) 352-8152  
Facsimile: (318) 352-9321  
Website: <http://www.npclerkofcourt.org/>

**11. Eleventh Judicial District Court of DeSoto / Sabine Parish**

- a. DeSoto Parish Cities: Frierson, Gloster, Keatchie, Kickapoo, Logansport, Mansfield (parish seat) and Stonewall.
- b. DeSoto Clerk of Court:  
Jeremy Evans, 101 Texas St., [P.O. Box 1206],  
Mansfield, LA 71052  
Telephone: (318) 872-3110  
Facsimile: (318) 872-4202  
Website: <http://www.desotoparishclerk.org/>
- c. Sabine Parish Cities: Many (parish seat) and Zwolle.
- d. Sabine Clerk of Court:

Tammy Foster, 400 S. Capitol St., Room 102, [P.O. Box 419], Many, LA 71449

Telephone: (318) 256-6223

Facsimile: (318) 256-9037

Website: <http://www.sabineparishclerk.com/>

**12. Twelfth Judicial District Court of Avoyelles Parish**

a. Avoyelles Parish Cities: Bunkie, Hessmer, Mansura, Marksville (parish seat) Moreauville, Plaucheville.

b. Avoyelles Clerk of Court:

Connie B. Couvillon, 301 N. Main St., [P.O. Box 219], Marksville, LA 71351

Telephone: (318) 253-7523

Facsimile: (318) 253-7578

Website: <http://www.avoyellesparishclerkofcourt.com/>

**13. Thirteenth Judicial District Court of Evangeline Parish**

a. Evangeline Parish Cities: Mamou and Ville Platte (parish seat).

b. Evangeline Clerk of Court:

Randall M. "Randy" Deshotel, 200 Court St., Suite 104, [P.O. Drawer 347], Ville Platte, LA 70586

Telephone: (337) 363-5671

Facsimile: (337) 363-5780

**14. Fourteenth Judicial District Court of Calcasieu Parish**

a. Calcasieu Parish Cities: DeQuincy, Iowa, Lake Charles (parish seat) and Sulphur.

b. Calcasieu Clerk of Court:

H. Lynn Jones, II, 1000 Ryan St., [P.O. Box 1030], Lake Charles, LA 70602

Telephone: (337) 437-3550

Facsimile: (337) 437-3804

Website: <http://www.calclerkofcourt.com/>

**15. Fifteenth Judicial District Court of Acadia / Lafayette / Vermillion Parish**

a. Acadia Parish Cities: Church Point, Crowley (parish seat), Iota and Rayne.

b. Acadia Clerk of Court:

Robert T. Barousse, Courthouse, Parkerson Ave., Crowley, LA 70526

Mailing Address: P.O. Box 922, Crowley, LA 70527

500 NE Court Circle, Crowley, LA 70526

Telephone: (337) 788-8881

Facsimile: (337) 788-1048

Website: <http://www.acadiaparishclerk.com/>

- c. Lafayette Parish Cities: Broussard, Carenro, Lafayette (parish seat), Scott and Youngsville.
- d. Lafayette Clerk of Court:  
Louis J. Perrett, 800 S. Buchanan St., Lafayette, LA 70501  
Mailing Address: P.O. Box 2009, Lafayette, LA 70502  
Telephone: (337) 291-6400  
Facsimile: (337) 291-6392  
Website: <http://www.lpclerk.com/>
- e. Vermillion Parish Cities: Abbeville (parish seat), Delcambre, Erath, Gueydan, Kaplan, Maurice and Perry.
- f. Vermillion Clerk of Court:  
Diane Meaux Broussard, 100 N. State St., Suite 101, Abbeville, LA 70510  
Telephone: (337) 898-1992  
Facsimile: (337) 898-9803  
Website: <http://www.vermillionclerkofcourt.com/>

**16. Sixteenth Judicial District Court of Iberia /St. Martin / St. Mary Parish**

- a. Iberia Parish Cities: Avery Island, Delcambre, Jeanerette, Loreauville and New Iberia (parish seat)
- b. Iberia Clerk of Court:  
Michael Thibodeaux, 300 Iberia St., New Iberia, LA 70562  
Mailing Address: P.O. Drawer 12010, New Iberia, LA 70562  
Telephone: (337) 365-7282  
Facsimile: (337) 365-7636  
Website: <http://www.iberiaclerk.com/>
- c. St. Martin Parish Cities: Breaux Bridge and St. Martinville (parish seat).
- d. St. Martin Clerk of Court:  
Becky P. Patin, 415 S. Main St., [P.O. Box 308],  
St. Martinville, LA 70582  
Telephone: (337) 394-2210  
Facsimile: (337) 394-7772  
Website: <http://www.stmartinparishclerkofcourt.com/>
- e. St. Mary Parish Cities: Amelia, Berwick, Chareton, Franklin (parish seat), Morgan City and Patterson.
- f. St. Mary Clerk of Court:  
Cliff Dressel, 500 Main St., 2<sup>nd</sup> Floor, Courthouse Bldg., P.O. Drawer 1231, Franklin, LA 70538  
Telephone: (337) 828-4100 ext. 200  
Facsimile: (337) 828-2509

Website: [www.stmaryparishclerkofcourt.com](http://www.stmaryparishclerkofcourt.com)

**17. Seventeenth Judicial District Court of Lafourche Parish**

- a. Lafourche Parish Cities: Cut Off, Galliano, Golden Meadow, Larose, Lockport, Raceland and Thibodaux (parish seat)
- b. Lafourche Clerk of Court:  
Annette Fontana, 303 W. Third St., Thibodaux, LA 70301  
Mailing Address: P.O. Box 818, Thibodaux, LA 70302  
Telephone: (985) 447-4841  
Facsimile: (985) 447-5800  
Website: <http://www.lafourcheclerk.com/clerkofcourt.html>

**18. Eighteenth Judicial District Court of Iberville / Pointe Coupee / West Baton Rouge Parish**

- a. Iberville Parish Cities: Gross Tete, Maringouin, Plaquemine (parish seat), Rosedale, St. Gabriel and White Castle
- b. Iberville Clerk of Court:  
J. G. "Bubbie" Dupont, Jr., 58050 Meriam St., Plaquemine, LA 70764  
Mailing Address: P.O. Box 423, Plaquemine, LA 70764  
Telephone: (225) 687-5160  
Facsimile: (225) 687-5260  
Website: <http://www.ibervilleclerk.com/>
- c. Pointe Coupee Parish Cities: Livonia, New Roads (parish seat) and Oscar.
- d. Pointe Coupee Clerk of Court:  
Ms. Lanell Swindler Landry, 201 E. Main St.,  
New Roads, LA 70760  
Mailing Address: P.O. Box 38, New Roads, LA 70760  
Telephone: (225) 638-9596  
Facsimile: (225) 638-9590
- e. West Baton Rouge Parish Cities: Addis, Brusly and Port Allen (parish seat).
- f. West Baton Rouge Clerk of Court:  
Mark J. Graffeo, 850 8th St., [P.O. Box 107], Port Allen, LA 70767  
Telephone: (225) 383-0378  
Facsimile: (225) 383-3694  
Website: <http://www.wbrclerk.org/Default.asp>

**19. Nineteenth Judicial District Court of East Baton Rouge Parish**

- a. East Baton Rouge Parish Cities: Baker, Baton Rouge (parish seat), Greenwell Springs, Pride and Zachary.

b. East Baton Rouge Clerk of Court:

Doug Welborn,

222 St. Louis Street, Room 179, Baton Rouge, LA 70802

Mailing Address: P.O. Box 1991, Baton Rouge, LA 70821-1991

Telephone: (225) 389-7642

Facsimile: (225) 389-5594

Website: <http://www.ebrclerkofcourt.org/>

19th JDC Courthouse:

300 North Blvd., Baton Rouge, LA 70801

Satellite Office:

9050 Airline Hwy., Ste. 100, Baton Rouge, LA 70815

Telephone: (225) 293-2933

Downtown Archives Building:

444 St. Louis Street (basement level of West River Center Parking Garage), Baton Rouge, LA 70802

**20. Twentieth Judicial District of West Feliciana / East Feliciana Parish**

a. West Feliciana Parish Cities: Jackson and St. Francisville (parish seat).

b. West Feliciana Clerk of Court:

Felicia Ann Hendl, 4785 Prosperity St., St. Francisville, LA 70775

Mailing Address: P.O. Box 1843, St. Francisville, LA 70775

Telephone: (225) 635-3794

Facsimile: (225) 635-3770

Website: <http://westfelicianaclerkofcourt.org/>

c. East Feliciana Parish Cities: Clinton (parish seat), Ethel, Jackson and Slaughter.

d. East Feliciana Clerk of Court:

David Dart, 12305 St. Helena St., Clinton, LA 70722

Mailing Address: P.O. Drawer 599, Clinton, LA 70722

Telephone: (225) 683-5145

Facsimile: (225) 683-3556

Website: <http://www.eastfelicianaclerk.org/>

**21. Twenty-First Judicial District Court of Livingston / St. Helena / Tangipahoa Parish**

a. Livingston Parish Cities: Denham Springs, French Settlement, Livingston (parish seat), Maurepas, Springfield, Walker and Watson.

b. Livingston Clerk of Court:

Thomas L. Sullivan, 20300 Government Blvd., Livingston, LA 70754

Mailing Address: P.O. Box 1150, Livingston, LA 70754

Telephone: (225) 686-2216  
Facsimile: (225) 686-1867  
Website: <http://www.livclerk.org/>

- c. St. Helena Parish City: Greensburg (parish seat).
- d. St. Helena Clerk of Court:  
Mildred T. Cyprain, Courthouse, 369 Sitman St, Greensburg, LA 70441  
Mailing Address: P.O. Box 308, Greensburg, LA 70441  
Telephone: (225) 222-4514  
Facsimile: (225) 222-3443  
Website: <http://www.sthelenaclerk.org>
- e. Tangipahoa Parish Cities: Amite (parish seat), Folsom, Hammond, Independence, Kentwood, Ponchatoula, Roseland, Tangipahoa and Tickfaw.
- f. Tangipahoa Clerk of Court:  
Julian E. Dufreche, 110 N. Bay St., Ste. 100, Amite, LA 70422  
Mailing Address: P.O. Box 667, Amite, LA 70422  
Telephone: (985) 748-4146  
Facsimile: (985) 748-6503  
Website: <http://www.tangiclerk.org/>

Hammond Location: 318-A NW Railroad Ave., Hammond, LA 70401  
Telephone: (985) 549-1638  
Facsimile: (985) 549-1639

## **22. Twenty-Second Judicial District Court of St. Tammany / Washington Parish**

- a. St. Tammany Parish Cities: Abita Springs, Bush, Covington (parish seat), Eden Isle, Folsom, Lacombe, Madisonville, Mandeville, Pearl River, Slidell and Sun.
- b. St. Tammany Clerk of Court:  
Melissa R. Henry, 701 N. Columbia St., Covington, LA 70433  
Mailing Address: P.O. Box 1090, Covington, LA 70434-1090  
Telephone: (985) 809-8700  
Facsimile: (985) 809-8712  
Website: <http://www.sttammanyclerk.org/main/index.asp>

Satellite Office:  
520 Old Spanish Trail, 5th Floor, Slidell, LA 70458  
Telephone: (985) 643-6969

- c. Washington Parish Cities: Angie, Bogalusa, Franklinton (parish seat) and Mount Hermon.

- d. Washington Clerk of Court:  
Johnny D. Crain, Courthouse Building, Washington & Main, Franklinton,  
LA 70438  
Mailing Address: P.O. Box 607, Franklinton, LA 70438  
Telephone: (985) 839-4663  
Facsimile: Administration: (985) 839-3116, Civil Dept.: (985) 839-2925,  
Criminal Dept.: (985) 839-7271  
Website: [www.wpclerk.org](http://www.wpclerk.org)

**23. Twenty-Third Judicial District Court of Ascension / Assumption / St. James Parish**

- a. Ascension Parish Cities: Donaldsonville (parish seat), Geismar, Gonzales, Prairieville.

- b. Ascension Clerk of Court:  
Bridget Hanna, 300 Houmas St., Donaldsonville, LA 70346  
Mailing Address: 815 East Worthey Street, Gonzales, LA 70737  
Telephone: (225) 473-9866  
Facsimile: (225) 621-8403  
Website: <http://www.ascensionclerk.com>

Satellite Office

815 East Worthey Street, Gonzales, LA 70737  
Telephone: (225) 621-8400, ext. 6  
Facsimile: (225) 621-8403

Minute Clerk/Criminal Department

828 South Irma Blvd., Gonzales, LA 70737  
Telephone: (225) 621-8400, ext. 7  
Facsimile: (225) 644-8790

- c. Assumption Parish City: Belle Rose, Labadieville, Napoleonville (parish seat), Paincourtville and Pierre Part.
- d. Assumption Clerk of Court:  
Darlene Landry, 4809 Hwy 1, Napoleonville, LA 70390  
Mailing Address: P.O. Box 249, Napoleonville, LA 70390  
Telephone: (985) 369-6653  
Facsimile: (985) 369-2032  
Website: <http://www.assumptionclerk.com>
- e. St. James Parish Cities: Convent (parish seat), Gramercy, Hester, Lutchter, Paulina and Vacherie.
- f. St. James Clerk of Court:  
Edmond E. Kinler, Jr., 5800 Hwy 44, Convent, LA 70723  
Mailing Address: P.O. Box 63, Convent, LA 70723  
Telephone: (225) 562-2270

Facsimile: (225) 562-2383

Website: <http://www.stjamesparishclerkofcourt.com>

**24. Twenty-Fourth Judicial District Court of Jefferson Parish**

a. Jefferson Parish Cities: Avondale, Grand Isle, Gretna (parish seat), Harahan, Harvey, Jefferson, Kenner, Lafitte, Marrero, Metairie, River Ridge, Terrytown, Westwego.

b. Jefferson Clerk of Court:

Jon A. Gegenheimer, 200 Derbigny St., Ste. 5600, Gretna, LA 70053

Mailing Address: P.O. Box 10, Gretna, LA 70054-0010

Telephone: (504) 364-2914

Facsimile: (504) 364-6355

Website: <http://www.jpclerkofcourt.us/>

**25. Twenty-Fifth Judicial District Court of Plaquemines Parish**

a. Plaquemines Parish Cities: Belle Chasse, Braithwaite, Pointe-A-la-Hache (parish seat), Port Sulphur, Venice.

b. Plaquemines Clerk of Court:

Kim Turlich-Vaughan, 301 Main St., Ste 107, Belle Chasse, LA 70037

Mailing Address: P.O. Box 40, Belle Chasse, LA 70037

Telephone: (504) 934-6610

Facsimile: (504) 934-6629

Website: <http://www.clerk25th.com>

**26. Twenty-Sixth Judicial District Court of Bossier / Webster Parish**

a. Bossier Parish Cities: Alden Bridge, Bellvue, Benton (parish seat), Bossier City, Haughton, Plain Dealing, Princeton, Rocky Mount and Barksdale AFB.

b. Bossier Clerk of Court:

Jill M. Sessions, 204 Burt Blvd., 3<sup>rd</sup> Floor, Benton, LA 71006

Mailing Address: P.O. Box 430, Benton, LA 71006

Telephone: (318) 965-2336

Facsimile: (318) 965-2713

Website: <http://www.bossierclerk.com/>

c. Webster Parish City: Cotton Valley, Couchwood, Dixie Inn, Doyline, Minden (parish seat), Sarepta, Shongaloo, Sibley and Springhill.

d. Webster Clerk of Court:

Holli Vining, 410 Main St., Minden, LA 71055

Mailing Address: P.O. Box 370, Minden, LA 71058-0370

Telephone: (318) 371-0366

Facsimile: (318) 371-0226

Website: <http://www.websterclerk.org/index.html>

**27. Twenty-Seventh Judicial District Court of St. Landry Parish**

a. St. Landry Parish Cities: Arnaudville, Eunice, Grand Coteau, Krotz Springs, Opelousas (parish seat), Palmetto, Sunset and Washington.

b. St. Landry Clerk of Court:

Charles Jagneaux, 118 S. Court St., Ste. 207, Opelousas, LA 70570

Mailing Address: P.O. Box 750, Opelousas, LA 70570

Telephone: (337) 942-5606

Facsimile: (337) 948-9158

Website: <http://stlandry.org/>

Satellite Office: 300 South 2nd, P.O. Box 1106, Eunice, LA 70535

Telephone: (337) 546-0044

**28. Twenty-Eighth Judicial District Court of LaSalle Parish**

a. LaSalle Parish City: Jena (parish seat).

b. LaSalle Clerk of Court:

Steve Andrews, 1050 Courthouse St., Jena, LA 71342

Mailing Address: P.O. Box 1316, Jena, LA 71342

Telephone: (318) 992-2158

Facsimile: (318) 992-2157

**29. Twenty-Ninth Judicial District Court of St. Charles Parish**

a. St. Charles Parish Cities: Boutte, Destrehan, Hahnville (parish seat), Luling, Norco and St. Rose.

b. St. Charles Clerk of Court:

Lance Marino, 15045 River Road, Hahnville, LA 70057

Mailing Address: P.O. Box 424, Hahnville, LA 70057

Telephone: (985) 783-6632

Facsimile: (985) 783-2005

Website: <http://www.scpclerkofcourt.com>

**30. Thirtieth Judicial District Court of Vernon Parish**

a. Vernon Parish Cities: Fort Polk and Leesville (parish seat).

b. Vernon Clerk of Court:

Jeffery K. Skidmore, 215 S. 4th St., Leesville, LA 71446

Mailing Address: P.O. Box 40, Leesville, LA 71496-0040

Telephone: (337) 238-1384

Facsimile: (337) 238-9902

Website: <http://www.vernonclerk.com/>

**31. Thirty-First Judicial District Court of Jefferson Davis Parish**

a. Jefferson Davis Parish Cities: Elton, Jennings (parish seat), Lake Arthur, Roanoke and Welsh.

- b. Jefferson Davis Clerk of Court:  
Richard M. "Rick" Arceneaux 300 N. State St., Room 106, Jennings, LA 70546  
Mailing Address: P.O. Box 799, Jennings, LA 70546  
Telephone: (337) 824-1160; (337) 824-8340  
Facsimile: (337) 824-1354  
Website: <http://www.jeffdavisclerk.com>

**32. Thirty-Second Judicial District Court of Terrebonne Parish**

- a. Terrebonne Parish Cities: Chauvin, Gibson, Gray, Houma (parish seat), Montegut and Schriever.
- b. Terrebonne Clerk of Court:  
Theresa Robichaux, 7856 Main St., Houma, LA 70360  
Mailing Address: P.O. Box 1569, Houma, LA 70361  
Telephone: (985) 868-5660  
Facsimile: (985) 868-5143  
Website: <http://www.terrebonneclerk.org/>

**33. Thirty-Third Judicial District Court of Allen Parish**

- a. Allen Parish Cities: Kinder, Oakdale and Oberlin (parish seat).
- b. Allen Clerk of Court:  
Gerald W. Harrington, 400 W. Sixth Ave., Oberlin, LA 70655  
Mailing Address: P.O. Box 248, Oberlin, LA 70655  
Telephone: (337) 639-4351  
Facsimile: (337) 639-2030  
Website: <http://www.33jdc.com/index.htm>

**34. Thirty-Fourth Judicial District Court of St. Bernard Parish**

- a. St. Bernard Parish Cities: Arabi, Chalmette (parish seat), Meraux and Violet.
- b. St. Bernard Clerk of Court:  
Randy Nunez, 1101 West St. Bernard Hwy., Chalmette, LA 70043  
Mailing Address: P.O. Box 1746, Chalmette, LA 70043  
Telephone: (504) 271-3434  
Facsimile: (504) 278-4380  
Website: <http://www.stbclerk.com/modules.php?name=system>

**35. Thirty-Fifth Judicial District Court of Grant Parish**

- a. Grant Parish Cities: Colfax (parish seat), Dry Prong and Pollock.
- b. Grant Clerk of Court:  
Randall K. "Randy" Briggs, 200 Main St., Colfax, LA 71417  
Mailing Address: P.O. Box 263, Colfax, LA 71417  
Telephone: (318) 627-3246  
Facsimile: (318) 627-3201

Website: <http://grantparishclerkofcourt.com>

**36. Thirty-Sixth Judicial District Court of Beauregard Parish**

- a. Beauregard Parish Cities: DeRidder (parish seat) and Ragley.
- b. Beauregard Clerk of Court:  
Brian Lestage, 201 W. 1st St., DeRidder, LA 70634  
Mailing Address: P.O. Box 100, DeRidder, LA 70634  
Telephone: (337) 463-8595  
Facsimile: (337) 462-3196  
Website: <http://beauregardclerk.org>

**37. Thirty-Seventh Judicial District Court of Caldwell Parish**

- a. Caldwell Parish City: Columbia (parish seat).
- b. Caldwell Clerk of Court:  
Cherie Cox, 201 Main St., Ste. 1, Columbia, 71418  
Mailing Address: P.O. Box 1327, Columbia, 71418  
Telephone: (318) 649-2272  
Facsimile: (318) 649-2037  
Website: <http://caldwellparishclerkofcourt.com>

**38. Thirty-Eighth Judicial District Court of Cameron Parish**

- a. Cameron Parish City: Cameron (parish seat).
- b. Cameron Clerk of Court:  
Susan Racca, 122 Recreation Lane, Cameron, LA 70631  
Mailing Address: P.O. Box 549, Cameron, LA 70631  
Telephone: (337) 775-5316  
Facsimile: (337) 775-2828  
Website: <http://cameronparishcoc.com>

**39. Thirty-Ninth Judicial District Court of Red River Parish**

- a. Red River Parish City: Coushatta (parish seat).
- b. Red River Clerk of Court:  
Stuart R. Shaw, 615 E. Carroll St., Coushatta, LA 71019  
Mailing Address: P.O. Box 485, Coushatta, LA 71019  
Telephone: (318) 932-6741  
Facsimile: (318) 932-3126  
Website: <http://redriverclerk.com>

**40. Fortieth Judicial District Court of St. John the Baptist Parish**

- a. St. John the Baptist Parish Cities: Edgard (parish seat), Garyville, LaPlace and Reserve.
- b. St. John the Baptist Clerk of Court:  
Eliana DeFrancesch, 2393 LA. Hwy. 18 (River Road),

Edgard, LA 70049  
Mailing Address: P.O. Box 280, Edgard, LA 70049 -0280  
Satellite Office: Acruri Center, 1020 Cambridge Drive, LaPlace, LA  
70068  
Telephone: (985) 497-3331  
Facsimile: (985) 497-3972  
Website: <http://www.stjohnclerk.org/>

**41. Civil District Court of Orleans Parish**

- a. CDC (Civil) Parish Cities: New Orleans (parish seat).
- b. CDC (Civil) Clerk of Court:  
Ms. Dale N. Atkins, 421 Loyola Ave., Room 402, New Orleans, LA  
70112  
Telephone: (504) 407-0134  
Facsimile: (504) 592-9128  
Website: <http://www.oraileanscdc.com/clerk1.shtm>

**42. Criminal District Court of Orleans Parish**

- a. CDC (Criminal) Parish Cities: New Orleans (parish seat).
- b. CDC (Criminal) Clerk of Court:  
Arthur A. Morrell, 2700 Tulane Ave., Rm 114, New Orleans, LA 70119  
Telephone: (504) 658-9000  
Facsimile: (504) 658-9183  
Website: <http://www.criminalcourt.org/>

*Practice Tip: Make sure you are in compliance with the **Uniform District Court Rules** (<http://www.lasc.org/rules/dist.ct/FINALRULES.PDF>) and the Appendices to these Rules.*

- B.** East Baton Rouge Clerk of Court:  
Doug Welborn, EBR Clerk of Court  
Main Office: 300 North Blvd., Baton Rouge, LA 70801  
Mailing Address: P.O. Box 1991, Baton Rouge, LA 70821-1991

Additional Contact Information for the East Baton Rouge Clerk of Court:

1. Administration: Rm 179 (225) 389-7642
2. Adoptions: Rm B115 (225) 389-4914
3. Administrative Accounting: Rm 179 (225) 389-5121
4. Archives: Archive Bldg (225) 389-3988
5. Civil Appeals: Rm B115 -D (225) 389-4751
6. Criminal Records: Rm B116 (225) 389-3964
7. Civil Processing: Rm 153 (225) 389-3967
8. Collections: Rm B254 (225) 389-5357
9. Copy: Rm B112 (225) 389-3970
10. Data Indexing: Rm 153 (225) 389-3958

11. Family Processing: Rm 153 (225) 389-3936
12. Domestic Violence: Rm B115 (225) 389-4705
13. Genealogy: Archives Bldg (225) 389-7837
14. Microfilm: Archive Bldg (225) 389-3956
15. MIS: Rm B257 (225) 389-5295
16. Mortgage: Rm B108 (225) 389-3975
17. Human Resources: Archives Bldg (225) 389-5195
18. Public Information: Rm B278 (225) 389-8312
19. Public Service: Rm B115 (225) 389-3950
20. Recording: Rm 152 (225) 389-3985
21. Registry of the Court: Rm B153 (225) 389-5120
22. Suit Accounting: Rm 152 (225) 389-3982
23. Suit Records: Rm B108 (225) 389-3972
24. Traffic: Rm B116 (225) 389-8697
25. Training: Rm B115C (225) 389-7851

<http://www.ebrclerkofcourt.org/Contact-Us>

Practice Pointer: Have the following information available when calling the Clerk of Court to determine the cost of filing a pleading:

1. Case Number.
2. Name of pleading being filed.
3. Number of pages to be filed.
4. Whether service is necessary and, if so, the address for service of process.
5. Whether you are requesting certified copies, and if so the number of certified copies requested.

C. Nineteenth Judicial District Court for the Parish of East Baton Rouge

General Information is available at [www.19thjdc.org](http://www.19thjdc.org)

**19<sup>TH</sup> JDC Civil Court Judges**

Hon. Michael Caldwell: Section 24, Division: "I"  
300 North Blvd., Rm. 8401, Baton Rouge, LA 70801  
Telephone: (225) 389-4734  
Facsimile: (225) 389-8616  
Judicial Assistant: Brenda Saik  
Court Reporter: Christina Grisaffe  
Law Clerk: Yvonne Olinde ([yolinde@brgov.com](mailto:yolinde@brgov.com))  
Court Room: 8 B

Hon Janice Clark: Section 21, Division: "D"  
300 North Blvd., Rm. 10101, Baton Rouge, LA 70801  
Telephone: (225) 389-5012  
Facsimile: (225) 389-5327  
Judicial Assistant: Eileen Knight  
Court Reporter: Lori Achee  
Law Clerk: Elzie Alford ([ealford@brgov.com](mailto:ealford@brgov.com))  
Court Room: 10 A

Hon. Wilson Fields: Section 25, Division: "O"  
300 North Blvd., Rm. 7101, Baton Rouge, LA 70801  
Telephone: (225) 389-8741  
Facsimile: (225) 389-8743  
Judicial Assistant: Karolyn Williams  
Court Reporter: Kim Ford  
Law Clerk:  
Court Room: 7 A

Hon. Todd Hernandez: Section 27, Division: "A"  
300 North Blvd., Rm. 8301, Baton Rouge, LA 70801  
Telephone: (225) 389-4717  
Facsimile: (225) 389-8941  
Judicial Assistant: Wendy Richardson  
Court Reporter: Susan Jacks Latham  
Law Clerk: Blair Lockwood  
Bailiff: Wilson Chaney  
Court Room: 8 D

Hon. Donald Johnson: Section 26, Division: "B"  
300 North Blvd., Rm. 9301, Baton Rouge, LA 70801  
Telephone: (225) 389-4787  
Facsimile: (225) 389-4668  
Judicial Assistant: Cheryl Wyatt  
Court Reporter: Shonda Jones  
Law Clerk: Jennipher Williams ([jvwilliams@brgov.com](mailto:jvwilliams@brgov.com))  
Court Room: 9 D

Hon. Timothy Kelley: Section 22, Division: "F"  
300 North Blvd., Rm. 10301, Baton Rouge, LA 70801  
Telephone: (225) 389-4728  
Facsimile: (225) 389-4961  
Judicial Assistant: Paula Dennis  
Court Reporter: Kris Ferachi  
Law Clerk: Marguerite Taylor  
Court Room: 10 D

Hon. William A. Morvant: Section 23, Division: "E"  
300 North Blvd., Rm. 8101, Baton Rouge, LA 70801  
Telephone: (225) 389-4714  
Facsimile: (225) 389-5692  
Judicial Assistant: Terry Shaffett  
Court Reporter: Lisa Nealy  
Law Clerk: Sarah Call  
Court Room: 8 A

**19<sup>TH</sup> JDC Criminal Court Judges**

Hon. Richard Anderson: Section II, Division: "G"  
300 North Blvd., Rm. 7401, Baton Rouge, LA 70801  
Telephone: (225) 389-4731  
Facsimile: (225) 389-8777  
Judicial Assistant: Nancy May  
Court Reporter: Tessie Kelley / Krystal Howell  
Minute Clerk: Melanie Ashford  
Docket Clerk: Deborah Thomas / Traci Floyd (Deputy)  
Law Clerk: Natalie Marocco (nmarocco@brgov.com)  
Court Room: 7 B

Hon. Louis Daniel: Section V, Division: "C"  
300 North Blvd., Rm. 9101, Baton Rouge, LA 70801  
Telephone: (225) 389-4711  
Facsimile: (225) 389-7617  
Judicial Assistant: Amanda Matthews  
Court Reporter: Marsha Cazes / Kimberle Cobb  
Minute Clerk: Bridgette Hood  
Docket Clerk: Cynthia Sheppard/ Holly Whitstine (Deputy)  
Law Clerk: Jody Emonet (jvendetto@brgov.com)  
Court Room: 9 A

Hon. Mike Erwin Section III, Division: "L"  
300 North Blvd., Rm. 10401, Baton Rouge, LA 70801  
Telephone: (225) 389-4765  
Facsimile: (225) 389-8631  
Judicial Assistant: Alice Conner  
Court Reporter: Paula Garrison / Toni Bourgeois  
Minute Clerk: Jennie Comeaux  
Docket Clerk: Candy Lilly / Rhonda Moss (Deputy)  
Law Clerk: Judy Moore Vendetto  
Court Room: 10 B

Hon. Beau Higginbotham: Section 7, Division: "M"  
300 North Blvd., Rm. 6401, Baton Rouge, LA 70801  
Telephone: (225) 389-4706  
Facsimile: (225) 389-7666

Judicial Assistant: Donna Boucvalt  
Court Reporter: Theresa Tassistro / Terri McClelland  
Docket Clerk: Kierra Rankins / Sheba Weston  
Minute Clerk: Jennifer McVea  
Law Clerk: Tiffany Pucheu ([tpucheu@brgov.com](mailto:tpucheu@brgov.com))  
Court Room: 6 B

Hon. Bonnie Jackson: Section IV, Division: "K"  
300 North Blvd., Rm. 9401, Baton Rouge, LA 70801  
Telephone: (225) 389-4755  
Facsimile: (225) 389-5341  
Judicial Assistant: Wanda Simms  
Court Reporter: Andrea Davis / Charlotte Webre  
Minute Clerk: Yvette Whitfield  
Docket Clerk: Linda Smith / Tarchia Reed (Deputy)  
Law Clerk: Lacy Shuffield ([lsuffield@brgov.com](mailto:lsuffield@brgov.com))  
Court Room: 9 B

Hon Anthony Marabella: Section I, Division: "H"  
300 North Blvd., Rm. 8201, Baton Rouge, LA 70801  
Telephone: (225) 389-4722  
Facsimile: (225) 389-8952  
Judicial Assistant: April Cox  
Court Reporter: April Lombardino / Rene Cranford  
Minute Clerk: Emily White  
Docket Clerk: Rachel Southall / Jessica Rose (Deputy)  
Law Clerk: Andrew Saltamachia ([asaltamachia@brgov.com](mailto:asaltamachia@brgov.com))  
Court Room: 8 C

Hon. Richard "Chip" Moore, III: Section VI, Division: "N"  
300 North Blvd., Rm. 10201, Baton Rouge, LA 70801  
Telephone: (225) 389-8820  
Facsimile: (225) 389-8546  
Judicial Assistant: Kathy Spangler  
Court Reporter: Jodi Hebert / Danielle Ray  
Minute Clerk: Melanie Bush  
Docket Clerk: Cristy Grimmatt / Lauren Hamilton  
Law Clerk: Carlin Chambliss ([cchambliss@brgov.com](mailto:cchambliss@brgov.com))  
Court Room: 10 C

Hon. Trudy M. White: Section VIII, Division: "J"  
300 North Blvd., Rm. 6201, Baton Rouge, LA 70802  
Telephone: (225) 389-4737  
Facsimile: (225) 389-8322  
Judicial Assistant: Debra Williams-Dow  
Court Reporter: Rhonda Broux / Cheryl Caskey  
Docket Clerk: Samarolyn Guess / Chantel Patterson

Minute Clerk: Lashunta Johnson  
Law Clerk: ReAzalia Allen ([rallen@brgov.com](mailto:rallen@brgov.com))  
Court Room: 6 C

**19<sup>TH</sup> JDC Family Court Judges**

Hon Pamela Baker: Division: "A"  
300 North Blvd., Ste. 4111, Baton Rouge, LA 70801  
Telephone: (225) 389-4676  
Facsimile: (225) 389-4952  
Judicial Assistant: Jennifer Browning ([jbrowning@familycourt.org](mailto:jbrowning@familycourt.org))  
Court Reporter: Debra Dorsey ([ddorsey@familycourt.org](mailto:ddorsey@familycourt.org))  
Staff Attorney: Amy Poindexter ([apoindexter@familycourt.org](mailto:apoindexter@familycourt.org))  
Court Room: 4D

Hon. Lisa Woodruff-White: Division: "B"  
300 North Blvd., Ste. 4101, Baton Rouge, LA 70801  
Telephone: (225) 389-7657  
Facsimile: (225) 389-4952  
Judicial Assistant: Allison Kleinpeter ([akleinpeter@familycourt.org](mailto:akleinpeter@familycourt.org))  
Court Reporter: Renetta Antee-Griffin ([ragriffin@familycourt.org](mailto:ragriffin@familycourt.org))  
Staff Attorney: Kristian Dobard ([kdobard@familycourt.org](mailto:kdobard@familycourt.org))  
Court Room: 4A

Hon. Charlene Day: Division: "C"  
300 North Blvd., Ste. 4131, Baton Rouge, LA 70801  
Telephone: (225) 389-4673  
Facsimile: (225) 389-8368  
Judicial Assistant: Stephanie Caraway ([scaraway@familycourt.org](mailto:scaraway@familycourt.org))  
Court Reporter: Missy David ([mdavid@familycourt.org](mailto:mdavid@familycourt.org))  
Staff Attorney: Pablo Reyes ([preyes@familycourt.org](mailto:preyes@familycourt.org))  
Court Room: 4B

Hon. Hunter Greene: Division: "D"  
300 North Blvd., Ste. 4301, Baton Rouge, LA 70801  
Telephone: (225) 389-4678  
Facsimile: (225) 389-4952  
Judicial Assistant: Cheryl Muller ([csanchez@familycourt.org](mailto:csanchez@familycourt.org))  
Court Reporter: Karen Allain ([kallain@familycourt.org](mailto:kallain@familycourt.org))  
Law Clerk: Brienne Griffin ([bgriffin@familycourt.org](mailto:bgriffin@familycourt.org))  
Court Room: 4C

<http://www.familycourt.org/main/inside.php?page=contact>

**19<sup>TH</sup> JDC Juvenile Court Judges**

Hon. Adam Haney: Division: "A"  
8333 Veterans Memorial Blvd., Baton Rouge, LA 70807  
Telephone: (225) 354-1214  
Facsimile: (225) 354-1231  
Judicial Assistant: Michelle Guillory (225) 354-1214  
Minute Clerks: Adrienne Gallagher (225) 354-1242, Stacy Bennett (225)  
354-1216, Melissa Payne (225) 354-1218  
Law Clerk: Frank Breaux (225) 354-1221

Hon. Pam Taylor Johnson: Division: "B"  
8333 Veterans Memorial Blvd., Baton Rouge, LA 70807  
Telephone: (225) 354-1208  
Facsimile: (225) 354-1296  
Judicial Assistant: Jessica Matthews (225) 354-1208  
Minute Clerks: Shawn Collins, Joy Williams & Clarice Mason (225) 354-  
1208  
Law Clerk: Jason May (225) 354-1265

**19<sup>TH</sup> JDC Commissioners Court Judges**

Commissioner Nicole Robinson: Division: "A"  
300 North Blvd., Baton Rouge, LA 70801  
Telephone: (225) 389-4720  
Facsimile: (225) 389-8780  
Judicial Assistant: Debbie Luck  
Court Reporter: Diane Didier  
Law Clerk: Isabel Loret ([iloret@brgov.com](mailto:iloret@brgov.com))  
Court Room: 2 B

Commissioner Quintillis K. Lawrence: Division: "B"  
300 North Blvd., Baton Rouge, LA 70801  
Telephone: (225) 389-2562  
Facsimile: (225) 389-5690  
Judicial Assistant: Trinitria Carey  
Court Reporter: Daniel Martin  
Law Clerk: Ashley Greenhouse ([agreenhouse@brgov.com](mailto:agreenhouse@brgov.com))  
Court Room: 2 A

**19<sup>TH</sup> JDC Judicial Administrator**

Ann McCrory  
300 North Blvd., Ste. 3602, Baton Rouge, LA 70801  
Telephone: (225) 389-4231  
Facsimile: (225) 389-4774  
Email: [amccrory@brgov.com](mailto:amccrory@brgov.com)

**D. Baton Rouge City Court**

The Baton Rouge City Court was created at the turn of the 20<sup>th</sup> Century through Louisiana Revised Statute 13:2071. The City Court has jurisdiction over particular matters in the City of Baton Rouge:

1. Civil Claims Division: Personal Injury, Contract and Landlord-Tenant case up to \$35,000 or less.
2. Small Claims Division: Up to \$5,000 or less.
3. Criminal Division: Misdemeanors which are generally punishable by a fine of not more than \$1,000 and/or jail term of no more than a six month period.

Helpful Links:

Case and Docket Information: <http://brcc.brgov.com/>

Warrants: <http://brgov.com/dept/citycourt/warrants/>

Civil Suit Forms: <http://brgov.com/dept/citycourt/interforms.htm>

Criminal / Traffic Forms: <http://brgov.com/dept/citycourt/trafficforms.htm>

Parking Tickets: <http://brcc.brgov.com/>

1. **Baton Rouge City Court Clerk of Court Administrator**  
Elzie Alford, Jr., 233 Saint Louis St., Baton Rouge, LA 70802  
Mailing Address: P.O. Box 3438, Baton Rouge, LA 70821  
Telephone: (225) 389-5540  
Facsimile: (225) 389-7656  
Website: <http://brgov.com/dept/citycourt/>  
Email: ealford@brgov.com
2. **Baton Rouge City Court Judges**  
Hon. Laura Prosser: Division "A"  
233 Saint Louis St., Rm 228 Baton Rouge, LA 70801  
Mailing Address: P.O. Box 3438 Baton Rouge, LA 70821  
Telephone: (225) 389-3021  
Facsimile: (225) 389-8464  
Legal Secretary: Sherry Griffin & Shekita McCoy  
Legal Specialist: Natalie Tate  
Law Clerk: Matthew Carpenter (225) 389-8471  
  
Hon. Kelli Terrell Temple: Division "B"  
233 Saint Louis St., Rm 232 Baton Rouge, LA 70802  
Mailing Address: P.O. Box 3438 Baton Rouge, LA 70821  
Telephone: (225) 389-3025  
Facsimile: (225) 389-7814  
Legal Secretary: Chrysantema O'Neill & Kathy Mims

Legal Specialist: Joycelyn Collins  
Law Clerk: Jaimelle Thomas (225) 389-8475

Hon. Tarvald A. Smith: Division "C"  
233 Saint Louis St., Rm 240 Baton Rouge, LA 70802  
Mailing Address: P.O. Box 3438 Baton Rouge, LA 70821  
Telephone: (225) 389-3346  
Facsimile: (225) 389-5265  
Legal Secretary: Miracle Patterson and Shelia Holmes  
Legal Specialist: Lakedra Johnson  
Law Clerk: Christian Ornelias (225) 389-8474

Hon. Yvette M. Alexander: Division "D"  
233 Saint Louis St., Rm 219 Baton Rouge, LA 70802  
Mailing Address: P.O. Box 3438 Baton Rouge, LA 70821  
Telephone: (225) 389-5007  
Facsimile: (225) 389-3277  
Legal Secretary: Lisa Bezet & Sharon Brown  
Legal Specialist: Jatasha Mitchell  
Law Clerk: Alona Murray (225) 389-8470

Hon. Suzan S. Ponder: Division "E"  
233 Saint Louis St., Rm 248 Baton Rouge, LA 70801  
Mailing Address: P.O. Box 3438 Baton Rouge, LA 70821  
Telephone: (225) 389-3095  
Facsimile: (225) 389-8547  
Legal Secretary: Sandy Caston & Phyllis Welsh  
Legal Specialist: Katrina Johnson  
Law Clerk: Douglas Harper (225) 389-8472

Practice Tip: Make sure you are up with the Baton Rouge City Court Rules, visit: <http://brgov.com/dept/citycourt/pdf/RulesofCourt.pdf>

**3. Baton Rouge City Court Fee Structure**

For the most current fee structure, visit:

<http://brgov.com/dept/citycourt/pdf/CivilCostSchedule.pdf>

Practice Pointers from the Local Bench:

"The practice of law is not a job, it is a profession."

"Never take a case for the money- do the best you can to represent your client and the money will come."

"Be courteous and always make friends with the Judge's staff."

"Don't be afraid to ask someone, even the Judge, if you are not sure what to do."

"You are going to make mistakes while practicing law. This means you are doing something and you'll learn from your mistakes."

"You don't have to be contentious to be successful."

"Don't imitate TV lawyers in court!"

"The butterflies in your stomach are a good sign, it means you care about what you do."

"Be prepared." "Be prepared." "Always be prepared!"

**E. East Baton Rouge Sheriff's Office**

The East Baton Rouge Sheriff's Office is comprised of three major divisions: 1) Criminal Operations Division, 2) Parish Prison and 3) Civil Office. The Criminal Operations Division is the largest of the divisions and is responsible for the calls from the general public, the uniform patrol deputies who respond to the calls, and an investigator force. The Parish Prison handles the inmates who have been booked or sentenced. All Louisiana licensed attorneys can visit inmates by showing his or her bar card to proper authorities. The Civil Office is in charge of the financial and administrative aspects of the Sheriff's Office. In addition, the Civil Office handles Civil Subpoenas, evictions, garnishments, seizures, inmate accounts, and controls the tax office, where property taxes are paid.

East Baton Rouge Sheriff: Sid Gautreaux  
Telephone: (225) 389-5045; Facsimile: (225) 389-5032  
[www.ebrso.org](http://www.ebrso.org)

1. EBRSO Criminal Operations Division:

Chief Criminal Deputy: Colonel Lawrence McLeary  
Telephone: (225) 389-3274; Facsimile: (225) 389-8852

Chief of Operations: Major Michael Crawford  
Telephone: (225) 389-5259; Facsimile: (225) 389-5269

Chief of Uniform Patrol: Major Anthony Ponton  
Telephone: (225) 389-5264; Facsimile: (225) 389-5269

Chief of Detectives: Major Bryan White  
Telephone: (225) 389-5005; Facsimile: (225) 389-5269

Criminal Division- Additional Contact Information:

Burglary: (225) 389-5064  
Burbank Substation: (225) 389-5511  
Central Substation: (225) 389-5177  
Communications: (225) 389-5000  
Criminal and Traffic Records: (225) 389-5002  
Detective Office: (225) 389-5061  
Financial Crimes: (225) 389-5009  
Kleinpeter Substation: (225) 389-5114  
Narcotics: (225) 389-5051  
Pride Substation: (225) 389-5126  
Reserves: (225) 389-5126  
Scotlandville Substation: (225) 389-5105  
Traffic: (225) 389-4851  
Warrants: (225) 389-5094  
Zachary-Plains Substation: (225) 389-5037

2. EBRSO Parish Prison Division:

Parish Prison Warden: Lt. Colonel Dennis Grimes  
Telephone: (225) 358-4002; Facsimile: (225) 358-4100

Deputy Warden: Major Robert Clement

Chief of Security Captain Johnny Scott

Parish Prison Division Additional Contact Information:  
<http://www.ebrso.org/GETINTOUCH.aspx>

Main Switchboard: (225) 355-3311  
Bonding: (225) 358-4005  
Central Booking: (225) 358--4009  
Criminal Business: (225) 358-4105

Criminal Records: (225) 358-4000  
 Inmate Accounts: (225) 358-4076  
 Warden's Office: (225) 358-4002

Sex Offender Tracking:

[http://www.sheriffalerts.com/cap\\_main.php?office=54068](http://www.sheriffalerts.com/cap_main.php?office=54068)

Prison Inmate List: <http://www.ebrso.org/ParishPrisonInmateList.aspx>

3. EBRSO Civil Office Division

Chief Civil Deputy: Skip Rhorer

Telephone: (225) 389-4929; Facsimile: (225) 389-8955

Comptroller: Clara Duhon, CPA

Telephone: (225) 389-4929; Facsimile: (225) 389-8955

Tax Director: Octave Anthaume, CPA

Telephone: (225) 389-4810; Facsimile: (225) 389-8586

Garnishments Supervisor/Bonds: Lynette Moran

Telephone: (225) 389-4823; Facsimile: (225) 389-8205

Foreclosures Supervisor: Elaine McBroom

Telephone: (225) 389-4818; Facsimile: (225) 389-4822

Foreclosures can be viewed online at: <http://www.ebrso.org/Foreclosures.aspx>

Judicial Process / Civil and Criminal Subpoena Supervisor: Tommy Moore

Telephone: (225) 389-4824; Facsimile: (225) 389-8826

Attorneys can check service of a subpoena online at:

<http://www.ebrso.org/Foreclosures/CaseSearchGeneral.aspx>

Purchasing Agent: Michael Crawford

Telephone: (225) 389-4833; Facsimile: (225) 389-8258

Property Control Office: Stephin Henderson

Inmate Accounts Supervisor: Iris Lott, PHD

Telephone: (225) 358-4076; Facsimile: (225) 358-4078

Call and request a fee schedule via facsimile/ not currently online:

General Fee Schedule: \$20.00 Service Fee + .51 per mile

Baker	\$20.00	+	\$14.28 (28 miles)	=	\$34.26
Baywood	\$20.00	+	\$32.64 (64 miles)	=	\$52.64
Central	\$20.00	+	\$18.36 (36 miles)	=	\$38.36
Greenwell Springs	\$20.00	+	\$20.40 (40 miles)	=	\$40.40
Kleinpeter	\$20.00	+	\$10.20 (20 miles)	=	\$39.76
Port Hudson	\$20.00	+	\$26.52 (52 miles)	=	\$56.52
Pride	\$20.00	+	\$32.64 (64 miles)	=	\$52.64

Scotlandville	\$20.00	+	\$10.20 (20 miles)	=	\$30.20
Zachary	\$20.00	+	\$20.40 (40 miles)	=	\$40.40
No Zip Code	\$20.00	+	\$6.63	=	\$26.63

Charge by Zip Code

70714	\$20.00	+	\$14.28 (28 miles)	=	\$34.28
70739	\$20.00	+	\$20.40 (40 miles)	=	\$40.40
70770	\$20.00	+	\$32.64 (64 miles)	=	\$52.64
70791	\$20.00	+	\$20.40 (40 miles)	=	\$40.40
70801	\$20.00	+	\$3.06 (6 miles)	=	\$23.06
70802	\$20.00	+	\$3.06 (6 miles)	=	\$23.06
70803	\$20.00	+	\$3.06 (6 miles)	=	\$23.06
70804	\$20.00	+	\$3.06 (6 miles)	=	\$23.06
70805	\$20.00	+	\$4.08 (8 miles)	=	\$24.08
70806	\$20.00	+	\$10.20 (20 miles)	=	\$30.20
70807	\$20.00	+	\$7.14 (14 miles)	=	\$27.14
70808	\$20.00	+	\$4.08 (8 miles)	=	\$24.08
70809	\$20.00	+	\$9.18 (18 miles)	=	\$29.18
70810	\$20.00	+	\$8.16 (16 miles)	=	\$28.16
70811	\$20.00	+	\$10.20 (20 miles)	=	\$30.20
70812	\$20.00	+	\$10.20 (20 miles)	=	\$30.20
70813	\$20.00	+	\$7.14 (14 miles)	=	\$27.14
70814	\$20.00	+	\$9.18 (18 miles)	=	\$29.18
70815	\$20.00	+	\$8.16 (16 miles)	=	\$28.16
70816	\$20.00	+	\$8.16 (16 miles)	=	\$28.16
70817	\$20.00	+	\$10.20 (20 miles)	=	\$30.20
70818	\$20.00	+	\$16.32 (32 miles)	=	\$36.32
70819	\$20.00	+	\$18.36 (36 miles)	=	\$38.36
70820	\$20.00	+	\$6.12 (12 miles)	=	\$26.12
70777	\$20.00	+	\$10.20 (20 miles)	=	\$30.20
99999	\$20.00	+	\$6.63	=	\$26.63

For service on Louisiana Company / Corporation through the Secretary of State make two checks:

1. \$29.36 made payable to EBRPSO
2. \$25.00 made payable to the Louisiana Secretary of State

## UNITED STATES DISTRICT COURT

### Middle District of Louisiana

The United States district courts are the trial courts of the federal court system. The federal court system in Louisiana is broken down into three districts - the Eastern, Middle, and Western District. The Middle District of Louisiana (MDLA) is comprised of the following nine parishes: Ascension, East Baton Rouge, West Baton Rouge, East Feliciana, West Feliciana, Iberville, Livingston, Pointe Coupee, and St. Helena. (See attached map). Appeals from the MDLA are taken to the Fifth Circuit Court of Appeals.

#### Location and Hours of Operation-

Address: 777 Florida Street, Suite 139  
Baton Rouge, LA 70801-1712  
Telephone: (225) 389-3500  
Facsimile: (225) 389-3501

Clerk of Court – **Michael McConnell**

The Clerk's Office is open to the public weekdays from 8:00 a.m. until noon and 1:00 p.m. until 4:30 p.m. The cashier is open from 8:00 a.m. until 4:00 p.m.

#### Electronic Filing:

All documents submitted for filing in the MDLA in all civil and criminal cases, except those documents specifically exempted by the administrative procedures regarding electronic filing, must be filed electronically in the court's Case Management/Electronic Case Files system.

The administrative procedures for filing, signing, and verifying pleadings and papers by electronic means in civil and criminal cases can be located at <http://www.lamd.uscourts.gov/case-info/cm-ecf-case-info> or you can call the electronic case filing helpdesk at 1 (866) 558-6631 or (225) 389-3552.

#### Electronic Devices:

Attorneys appearing before the court and serving as counsel of record and law enforcement officers are allowed to enter the courthouse with a cell phone, pager, smart phone, laptop or tablet without seeking permission from the Chief Judge or any other judicial officer. While in the courtroom or chambers the use of the cell phone is limited to accessing the calendar feature, provided the judge has so directed. Attorneys and law enforcement officers seated in the courtroom as spectators may not use cell phones, pagers, smart phones, laptops or tablets.

The permission to bring a cell phone, pager, smart phone, laptop or tablet into the building is subject to the following sanction: Any cell phone, pager, smart phone, laptop

or tablet which rings or makes any other noise in the courtroom, chambers or in the hallways outside of a courtroom shall be subject to seizure and shall not be returned to the owner.

**Courtroom Technology:**

The MDLA has six courtrooms with evidence presentation equipment for use by any member of the bar practicing within the middle district of Louisiana. This system displays evidence throughout the courtroom on monitors located on the judge's bench, clerk's table, witness stand, jury box, and counsel tables. Requests for using this equipment can be made by contacting the Courtroom Deputy. Training and testing sessions for this equipment should be requested well in advance as instruction cannot be provided on the day of the proceeding by either the courtroom or clerk's office staff.

You may view the specific information about the technology available in each courtroom on the MDLA website, <http://www.lamd.uscourts.gov/courtroom-technology>.

**Parking:**

Visitors to the MDLA may use the FREE PARKING under the I-10. Handicapped parking is provided on Laurel St. and Florida St. In the event the public parking under the interstate is full, a large parking lot is available at the corner of Florida and Sixth Street to the west of the of the courthouse, and within walking distance.

Visit the MDLA's website at <http://www.lamd.uscourts.gov/directions-parking> for more information.

**District Judges:**

Chief Judge Brian A. Jackson  
777 Florida Street, Suite 375  
Baton Rouge, LA 70801  
(225) 389-3692  
Courtroom Deputy- Pam Harter (225) 389-3694

Judge Shelly D. Dick  
Judicial Assistant- Barbara Alcon  
777 Florida Street, Suite 301  
Baton Rouge, LA 70801  
(225) 389-3634  
Courtroom Deputy- Dana Bonaventure (225) 389-3636

Judge John deGravelles  
Judicial Assistant- Jodi Fryoux  
777 Florida Street, Suite 355  
Baton Rouge, LA 70801  
(225) 389-3568  
Courtroom Deputy- Kristie Causey (225) 389-3574

Judge James J. Brady - Senior Judge  
777 Florida Street, Suite 369  
Baton Rouge, LA 70801  
(225) 389-4030  
Courtroom Deputy- Suzie Edwards (225) 389-4032

**Magistrate Judges:**

Magistrate Judge Erin Wilder-Doomes  
777 Florida Street, Suite 260  
Baton Rouge, LA 70801  
(225) 389-3584  
Courtroom Deputy- Bridget Wolfe (225) 389-3588

Magistrate Judge Richard L. Bourgeois, Jr.  
777 Florida Street, Suite 278  
Baton Rouge, LA 70801  
(225) 389-3602  
Courtroom Deputy- Joan Sheets-Launey (225) 389-3609

The contact information for the Eastern and Western Districts are as follows:

**Eastern District of Louisiana** - The United States District Court for the Eastern District of Louisiana (EDLA) encompasses the following 13 parishes: Assumption, Jefferson, Lafourche, Orleans, Plaquemines, St. Bernard, St. Charles, St. James, St. John the Baptist, St. Tammany, Tangipahoa, Terrebonne, and Washington. (See attached map) The EDLA does not accept documents submitted for filing by email or fax.

Address: U.S. District Court  
500 Poydras Street, Room C-151  
New Orleans, LA 70130  
Telephone: (504) 589-7600  
Facsimile: (504) 589-7698

Hours of operation:  
8:30 a.m. until 5:00 p.m.

**Western District of Louisiana** - The United States District Court for the Western District of Louisiana (WDLA) encompasses numerous parishes and is divided into five divisions, with courthouses in each division: Alexandria, Lafayette, Lake Charles, Monroe, Shreveport. (See attached map)

Hours of operation:  
8:00 a.m. until noon, and 1:00 p.m. until 4:30 p.m. (Phones answered until 5:00 p.m.) The office is officially closed on all Federal holidays.

Alexandria Division:  
United States Post Office and Courthouse  
515 Murray Street, Ste. 105  
Alexandria, Louisiana 71301  
Phone: (318) 473-7415  
Fax: (318) 473-7345

Lafayette Division:  
United States Courthouse  
800 Lafayette Street, Suite 2100  
Lafayette Louisiana 70501  
Phone: (337) 593-5000  
Fax: (337) 593-5027

Lake Charles Division:  
Edwin F. Hunter, Jr. Federal Building  
United States Courthouse  
611 Broad Street, Suite 188  
Lake Charles, Louisiana 70601  
Phone: (337) 437-3870  
Fax: (337) 437-3873

Monroe Division:  
Federal Building  
201 Jackson Street, Suite 215  
Monroe, Louisiana 71201  
Phone: (318) 322-6740  
Fax: (318) 387-9661

Shreveport Division:  
United States Courthouse  
300 Fannin Street, Suite 1167  
Shreveport, Louisiana 71101  
Phone: (318) 676-4273  
Fax: (318) 676-3962

**Related Sections:**

U.S. Bankruptcy Court  
Judge Douglas D. Dodd  
Judicial Law Clerk, Gretchen S. Thiberville (225) 346-3335  
Judicial Assistant, Susan D. Miller (225) 346-3325  
707 Florida Street. First Floor  
Baton Rouge, LA 70801  
(225) 346-3333 phone  
(225) 346-3334 fax

U.S. Attorney's Office

Corey Amundson, Acting United States Attorney  
777 Florida Street, Suite 208  
Baton Rouge, LA 70801  
(225) 389-0443 phone  
(225) 389-0561 fax  
(225) 389-0685 civil fax

Federal Public Defender's Office

Federal Public Defender  
Eastern District of Louisiana  
500 Poydras Street, Suite 318  
Hale Boggs Federal Building  
New Orleans, LA 70130  
Phone: 504-589-7930; 800-296-4046  
Fax: 504-589-2556

Assistant Federal Public Defender

Richard M. Upton  
707 Florida Street, Suite 303  
Baton Rouge, LA 70802  
(225) 382-2118  
(225) 382-2119 fax

Probation and Pretrial Services Office

Probation and Pretrial Services Office  
Clarence Rambo, Chief Officer  
777 Florida St., Suite 161  
Baton Rouge, LA 70801  
(225) 389-3600  
(225) 389-3601 fax

U.S. Marshal's Office

Kevin Harrison, U.S. Marshal  
777 Florida St., Suite G-48  
Baton Rouge, LA 70801  
(225) 389-0364  
(225) 389-0370 fax

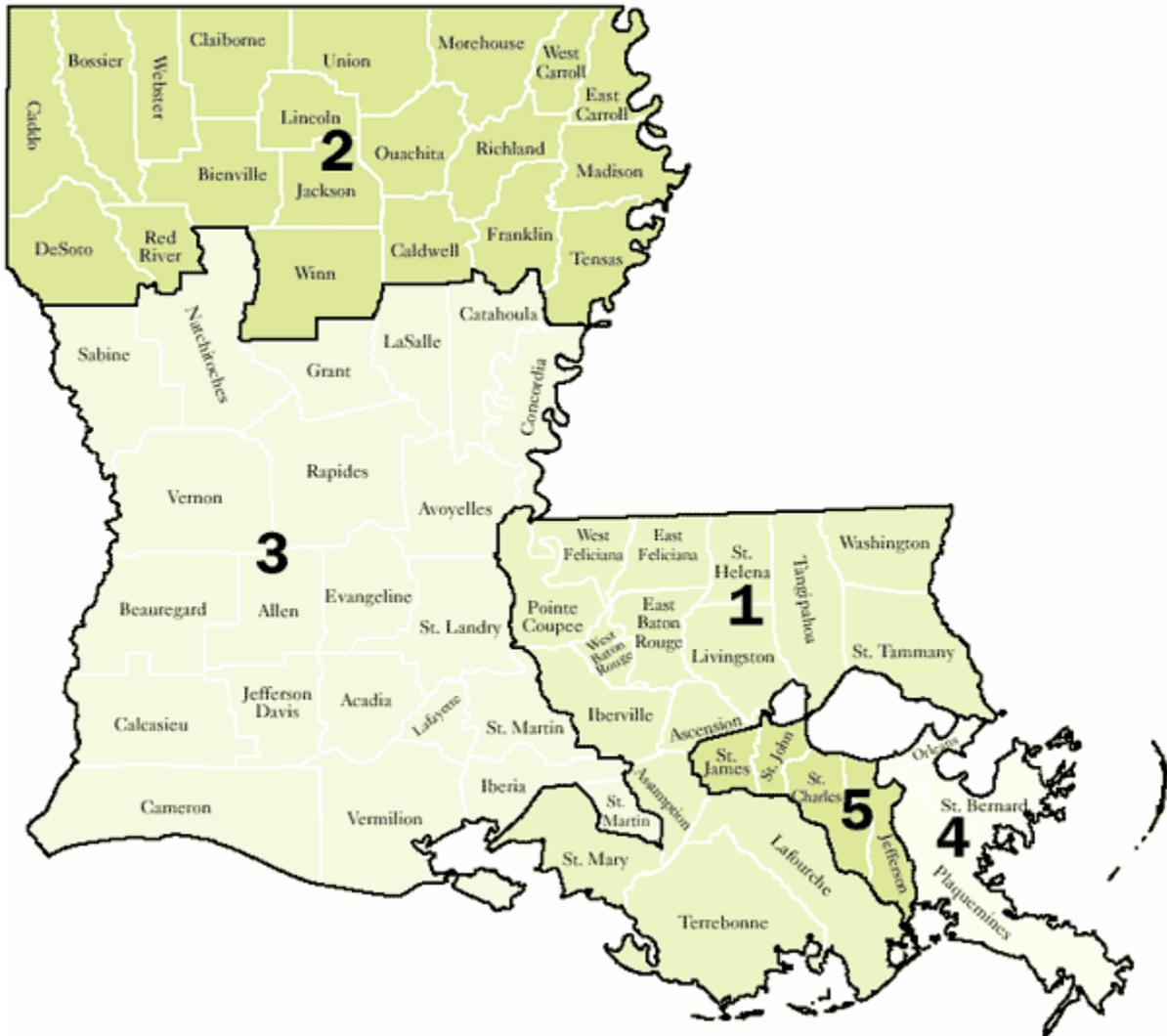
Fifth Circuit Library

United States Court of Appeals  
Maralena "Tootie" Murphy, Librarian  
Russell B. Long Courthouse  
777 Florida St., Suite G-76  
Baton Rouge, LA 70801  
(225) 389-2990 Phone  
(225) 389-2991 Fax

## LOUISIANA COURT OF APPEALS

### CIRCUIT MAP

The appellate courts of Louisiana are divided into five circuits. The following map is available at the Louisiana Supreme Court's website: [http://www.lasc.org/about\\_the\\_court/map02.asp](http://www.lasc.org/about_the_court/map02.asp).



## CONTACT INFORMATION FOR LOUISIANA COURTS OF APPEAL

### **FIRST CIRCUIT COURT OF APPEAL**

Rodd Naquin, Clerk  
 Physical Address: 1600 North Third Street, Baton Rouge, LA 70802  
 Mailing Address: P.O. Box 4408, Baton Rouge, LA 70821  
 Phone: (225) 382-3000  
 Fax:(225) 382-3010  
 Website: <http://www.la-fcca.org/>

Hours: Monday – Friday, 8:30 a.m. - 4:30 p.m.

Judges:

<b>Chief Judge Vanessa G. Whipple</b>	(985) 876-4034
<b>Judge William J. “Will” Crain</b>	(985) 845-1126
<b>Judge Guy P. Holdridge</b>	(225) 382-3000
<b>Judge Wayne Ray Chutz</b>	(225) 686-2558
<b>Judge John M. Guidry</b>	(225) 382-3080
<b>Judge John T. Pettigrew</b>	(985) 872-3522
<b>Judge Toni Higginbotham</b>	(225) 382-3040
<b>Judge J. Michael McDonald</b>	(225) 382-3050
<b>Judge Page McClendon</b>	(985) 845-2221
<b>Judge Mitchell R. Theriot</b>	(985) 537-2285
<b>Judge Jewel E. "Duke" Welch</b>	(225) 382-3060
<b>Judge Pro Tempore Curtis A. Calloway</b>	(225) 382-3156

### **SECOND CIRCUIT COURT OF APPEAL**

Lillian Evans Richie, Clerk  
 Physical Address: 430 Fannin Street, Shreveport, LA 71101  
 Phone: (318) 227-3700  
 Fax:(318) 227-3735  
 Website: <http://www.la2nd.org>

Hours: Monday – Friday, 8:30 a.m. - 4:45 p.m.

Judges:

<b>Chief Judge Henry N. Brown, Jr.</b>	(318) 227-3765
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<b>Judge Felicia Toney Williams</b>	(318) 227-3744
<b>Judge Shonda D. Stone</b>	(318) 227-3741
<b>Judge Frances Jones Pitman</b>	(318) 227-3700
<b>Judge J. Jay Caraway</b>	(318) 227-3725
<b>Judge Harmon Drew, Jr.</b>	(318) 227-3721
<b>Judge D. Milton Moore III</b>	(318) 325-6244
<b>Judge John Larry Lolley</b>	(318) 323-7911
<b>Judge Jeanette G. Garrett</b>	(318) 227-3700

**THIRD CIRCUIT COURT OF APPEAL**

Kelly McNeely, Clerk

Physical Address: 1000 Main Street, Lake Charles, LA 70615

Mailing Address: P.O. Box 16577, Lake Charles, LA 70616

Phone: (337) 433-9403 Fax:(337) 491-2590

Website: <http://www.la3circuit.org>

Hours: Monday – Friday, 8:30 a.m. - 4:30 p.m.

Judges:

<b>Chief Judge Ulysses Gene Thibodeaux</b>	(337) 433-9403
<b>Judge Sylvia R. Cooks</b>	(337) 235-2196
<b>Judge John D. Saunders</b>	(337) 363-5629
<b>Judge John E. Conery</b>	(337) 369-3540
<b>Judge Jimmie C. Peters</b>	(318) 992-6125
<b>Judge Marc T. Amy</b>	(337) 898-1222
<b>Judge Phyllis M. Keaty</b>	(337) 269-9686
<b>Judge Shannon J. Gremillion</b>	(318) 487-0141
<b>Judge Elizabeth A. Pickett</b>	(318) 256-4180
<b>Judge Billy H. Ezell</b>	(337) 433-9403
<b>Judge D. Kent Savoie</b>	(337) 433-9403
<b>Judge James T. Genovese</b>	(337) 942-4240

**FOURTH CIRCUIT COURT OF APPEAL**

Justin I Woods, Clerk  
 Physical Address: 410 Royal Street, New Orleans, LA 70130-2199  
 Phone: (504) 412-6001  
 Fax: (504) 412-6019  
 Website: <http://www.la4th.org>

Hours: Monday – Friday, 8:30 a.m. - 4:30 p.m.

Judges:

<b>Chief Judge James F. McKay</b>	(504) 412-6050
<b>Judge Madeline M. Landrieu</b>	(504) 412-6044
<b>Judge Joy Cossich Lobrano</b>	(504) 412-6062
<b>Judge Sandra Cabrina Jenkins</b>	(504) 412-6001
<b>Judge Dennis R. Bagneris, Sr.</b>	(504) 412-6056
<b>Judge Rosemary Ledet</b>	(504) 412-6030
<b>Judge Terry F. Love</b>	(504) 412-6068
<b>Judge Regina Bartholomew Woods</b>	
<b>Judge Daniel L. Dysart</b>	(504) 412-6080
<b>Judge Edwin A. Lombard</b>	(504) 412-6086
<b>Judge Roland L. Belsome, Jr.</b>	(504) 412-6098
<b>Judge Pro Tempore Marion F. Edwards</b>	

**FIFTH CIRCUIT COURT OF APPEAL**

Cheryl Q. Landrieu, Clerk  
 Physical Address: 101 Derbigny Street, Gretna, LA 70053  
 Mailing Address: P.O. Box 489, Gretna, LA 70054-0489  
 Phone: (504) 376-1400  
 Fax: (504) 376-1498  
 Website: <http://www.fifthcircuit.org/>

Hours: Monday – Friday, 8:30 a.m. - 4:30 p.m.

Judges:

<b>Chief Judge Susan M. Chehardy</b>	(504) 376-1445

<b>Judge Robert M. Murphy</b>	(504) 376-1430
<b>Judge Jude G. Gravois</b>	(504) 376-1425
<b>Judge Marc E. Johnson</b>	(504) 376-1440
<b>Judge Stephen Windhorst</b>	(504) 376-1415
<b>Judge Hans J. Liljeberg</b>	(504) 376-1410
<b>Judge Fredericka Homberg Wicker</b>	(504) 376-1420
<b>Judge Robert A. Chaisson</b>	(504) 376-1414

## FIRST CIRCUIT COURT OF APPEAL

### CONTACT INFORMATION



Court of Appeal, First Circuit  
1600 North Third Street  
Baton Rouge, LA 70802

*Send mail to:*

P.O. Box 4408  
Baton Rouge, LA 70821

Phone	(225) 382-3000
Fax	(225) 382-3010

For information about a particular case, please call (225) 382-3000<sup>2</sup>

**Website:** <http://www.la-fcca.org>

### CLERK'S OFFICE HOURS

**Monday - Friday  
8:30 A.M. - 4:30 P.M.**

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<sup>2</sup> This information is from the Court's website ( <http://www.la-fcca.org/> )

Effective July 1, 2013  
 Revised July 1, 2013

**IMPORTANT**

**FEES**

Pursuant to and acting under the authority of La. R.S. 13:352 and La. R.S. 13:10.3(F), the following fees are applicable in the Louisiana First Circuit Court of Appeal:

Local Rule #	Item	Fee
1-1.	Civil Appeal, filing, for each docket No. in consolidated case:	\$123.00
1-2.	Civil Writ, filing	\$73.00
1-3.	Criminal Appeal, filing	\$50.00
1-4.	Criminal Writ, filing	\$50.00
1-5.	Answer to Civil appeal, filing	\$73.00
1-6.	Dismissal of Pre-lodged Civil Appeal, Motion	\$73.00
1-7.	Rehearing, Application for Civil only (appeal or writ)	\$70.00
1-8.	Extension of Time to File Brief, Motion for Civil only*	\$25.00
1-9.	Exceeding Page Limitation of a Brief, Motion for Civil only	\$25.00
1-10.	Extension of Return Date to File Civil Writ, pre-filing motion	\$48.00
1-11.	Copies	
	a) Black and white copy of photograph or document, per page	\$1.00
	b) Any other copy of a public record as defined by La. R.S. 44:1	\$5.00 OR actual outsourcing cost if greater
1-12.	Certification of any copy	\$2.00
7. J.	Facsimile Filing, if authorized by the Court, for Emergency Writ	\$25.00 for pages 1-10, plus \$2.00 per page for pages in excess of 10

\*Note: Includes "suspension", "vacating", or any other proposed delay in briefing schedule set by the Court.

**RECORDS MAY BE CHECKED OUT ONLY TO ATTORNEYS OF RECORD IN THE APPEAL.  
 NO EXHIBITS WILL BE CHECKED OUT TO ATTORNEYS!**

**COPY REQUIREMENTS:**

**APPEALS**

- All briefs (original & 7 copies) [Uniform Rule 2-12.1]
- Applications for Rehearings (original & 4 copies)[ Uniform Rules 2-18.1 and 2-18.3]
- All motions/filings (extensions, answers, etc.)- (original & 4 copies) [Uniform Rule 2-7.3]

**WRITS**

- All writ applications and associated pleadings/filings (original & 3) [Uniform Rule 4-1], except for Facsimile filings authorized by the Court (no copies necessary)

  
 Christine L. Crow, Clerk of Court

## RULES OF THE FIRST CIRCUIT COURT OF APPEAL

Both Local and Uniform Rules governing practice and procedure of Louisiana's First Circuit Court of Appeal are available on the Court's website at <http://www.la-fcca.org>.

ATTENTION: The following bullet-point summary is NOT meant to eliminate the need to refer the Rules of the First Circuit Court. It is merely a helpful guide in preparation for appeal or writ applications.

### PREPARATION OF THE RECORD

- **What to file?**
  - The record prepared by the clerk of the trial court from which the appeal is taken (Rule 2-1).
  - One certified copy of the original record and one duplicate (Rule 2-1.1)
  
- **Form of the Filing:**
  - The certified copy and the duplicate, which may be typewritten or produced by any acceptable copying or duplicating process, shall be prepared on white, unglazed, opaque paper of legal size, so as to produce a clear black image on white paper.
  - Margin at the top of each page of 2", and side margins of 1"
  - The impression must be on one side of the paper only.
  - Double-spaced, except for matter customarily single-spaced and indented (Rule 2-1.2).
  
- **Front cover of the record:**
  - Bound in strong, flexible, loose leaf covers, 9" X 14 1/2", fastened at the top, so as to open flat at the top.
  - On the outside of the front cover of each volume, there shall be inscribed with proper separation of lines and spaces, and in the following order:
    - Title of the court to which the record is directed;
    - Docket number of the case in the Court of Appeal (to be given and entered by the clerks of the Courts of Appeal);
    - Number of the volume of the record;
    - Title of the case (the same title given in the trial court);
    - Status of the parties;
    - Name of the court and of the parish from which the case came, the number of the case in the court below, the division of the court, and the name of the judge who rendered the ruling or judgment to be reviewed;
    - Names of counsel, with addresses and phone numbers, and the names of the parties represented;
    - Date of the filing of the record (to be entered by the clerks of the Courts of Appeal) (Rule 2-1.3)

- **What should the record contain?**
  - Chronological index and an alphabetical index of the contents, which should specify the volume and page on which the minutes of the trial court, each paper or filing, and the note of evidence appear.
  - Chronological index shall be by item, date, and page of all filings (papers) in the record, and the alphabetical index shall be by item and page of all filings (papers) in the record.
  - Chronological index of the documents and exhibits filed in evidence (showing on whose behalf filed) (Rule 2-1.4).
  - For other detailed requirements see Rules 2-1.5- 2-1.17

## BRIEFS

The detailed requirements for briefs are outlined in Rule 2-12.

- **What to file?**
  - An original and 7 copies of the brief (Rule 2-12.1).
- **Form of the filing:**
  - Printed, typewritten, or produced by any copying or duplicating process which produces a clear black image on white paper
  - Typewritten or otherwise acceptably produced on either letter or legal-size, white, unglazed, opaque paper, with a margin of 1" on each side, using only one side of each page.
  - Double-spaced except for matters which are customarily single-spaced.
  - Pages numbered consecutively.
  - Original briefs on 8 1/2" X 14" paper—no more than twenty-eight pages; reply briefs on such paper—no more than thirteen pages. Original briefs on 8 1/2" X 11" paper—no more than thirty-eight pages; reply briefs on such paper—no more than eighteen pages (not including the cover, jurisdictional statement, syllabus, specification or assignment of errors, and issues presented for review).
  - The size type—Roman or Times New Roman 14 point or larger computer font, normal spacing; or no more than 10 characters per inch typewriter print.
  - Margin of at least one inch at the top and bottom.
  - Footnotes-- single-spaced but shall not be used to circumvent the spirit of the rule.
  - If brief exceeds size limit, file a motion at least ten days in advance of the due date of the brief. Such a motion will be granted only for extraordinary and compelling reasons (Rule 2-12.2).
- **Front cover of the record:**
  - Title of the court to which it is directed;

- Docket number of the case in the court;
  - Title of the case as it appears on the docket of the court;
  - Name or title of the court and the parish from which the case came;
  - Name of the judge who rendered the judgment or ruling complained of;
  - Statement as to whether the case comes before the court on appeal or in response to a writ.
  - Statement identifying the party on whose behalf the brief is filed and the party's status before the court;
  - Nature of the brief, whether original, in reply, or supplemental;
  - Name of counsel, with address and telephone number, by whom the brief is filed, and a designation of the parties represented, and a designation of "appeal counsel";
  - Designation of whether the case is a civil, criminal, juvenile, or special proceeding (state particular type of proceeding) (Rule 2-12.3).
- **What should appellant's brief contain?**
    - Table of contents and table of authorities
    - Jurisdictional statement;
    - Concise statement of the case;
    - Assignment of alleged errors;
    - Issues presented for review;
    - Short summary of the argument;
    - Argument, to contain appellant's contentions, and a concise statement of the applicable standard of review for each assignment of error and issue for review;
    - Short conclusion stating the precise relief sought;
    - Copy of the judgment, order, or ruling complained of, and a copy of either the trial court's written reasons for judgment, transcribed oral reasons for judgment, or minute entry of the reasons, if given. If reasons for judgment were not given, the brief shall so declare.
    - Argument on a specification or assignment of error in a brief shall include a suitable reference by volume and page to the place in the record which contains the basis for the alleged error. The court may disregard the argument on that error in the event suitable reference to the record is not made.
    - All specifications or assignments of error must be briefed. The court may consider as abandoned any specification or assignment of error which has not been briefed (Rule 2-12.4).
- **What should the appellee's brief contain?**
    - The brief of the appellee shall conform to the requirements for the appellant's brief except that the jurisdictional statement, the statement of the case, assignments of alleged errors, listing of issues, statement of facts, statement of standard of review, and copy of the judgment or order and the trial court's written or oral reasons need not be included unless the

appellee considers the statements of the appellant to be insufficient or incorrect.

- It should contain appropriate and concise answers and arguments and reference to the contentions and arguments of the appellant (Rule 2-12.5).
  
- **What should a reply brief contain?**
  - The appellant may file a reply brief, if he has timely filed an original brief,
  - it shall be strictly confined to rebuttal of points urged in the appellee's brief.
  - No further briefs may be filed except by leave of court (Rule 2-12.6).

**APPELLANT'S BRIEF COMPLIANCE CHECKLIST<sup>3</sup>**

Original and seven (7) copies of brief	R. 2-12.1
Pages consecutively numbered	R. 2-12.2
Double spaced except as noted	R. 2-12.2
Margins of one inch on each side, using only one side of each page	R.2-12.2
Page limit: 31 pages on 8½ X 14; 41 pages on 8½ X 11 ( <b>Motion for Leave Needed to Exceed Page limit- \$25.00 Fee</b> )	R. 2-12.2(1)
(a) Roman or Times New Roman 14 pt. or larger computer font, normal spacing; or (b) no more than 10 characters per typewriter print.	R. 2-12.2(2)
Title of the court to which it is directed	R. 2-12.3(a)
Docket number of the case in the court	R. 2-12.3(b)
Title of the case as it appears on the docket	R. 2-12.3(c)
Name of title of the court and the parish from which the case came	R. 2-12.3(d)
Name of judge who rendered judgment or ruling complained of	R. 2-12.3(e)
Statement: on appeal or in response to a writ	R. 2-12.3(f)
Identification of party and party's status before the court	R. 2-12.3(g)
Original, reply, or supplemental brief	R. 2-12.3(h)
Name of counsel, address and phone number	R. 2-12.3(i)
Civil, criminal, juvenile, or special proceeding	R. 2-12.3(j)
Jurisdictional Statement	R. 2-12.4
Statement of the Case	R. 2-12.4
Ruling or Action of the Trial Court	R. 2-12.4
Assignment of Alleged Errors	R. 2-12.4
Issues Presented for Review	R. 2-12.4
Certificate of Service	R. 2-14.2
Copy of the Judgment, Order, or Ruling complained of	R. 2-12.4
Copy of either the trial court's Reasons for Judgment or Minute Entry of the reasons, if given. If none, so state	R. 2-12.4
Copies of decisions from other states	R. 2-12.4
Attachments; <a href="#">Order of this Court 08/24/95</a>	
Pro Se briefing notice to defendant, completed and signed by defendant's attorney (criminal only).	

<sup>3</sup> See <http://www.la-fcca.org>

**APPELLEE'S BRIEF COMPLIANCE CHECKLIST<sup>4</sup>**

Original and seven (7) copies of brief	R. 2-12.1
Pages consecutively numbered	R. 2-12.2
Double spaced except as noted	R. 2-12.2
Page limit: 31 pages on 8½ X 14; 41 pages on 8½ X 11 ( <b>Motion for Leave Needed to Exceed Page limit- \$25.00 Fee</b> );	R. 2-12.2(1)
(a) Roman or Times New Roman 14 pt. or larger computer font, normal spacing; or (b) no more than 10 characters per typewriter print.	R. 2-12.2(2)
Title of the court to which it is directed	R. 2-12.3(a)
Docket number of the case in the court	R. 2-12.3(b)
Title of the case as it appears on the docket	R. 2-12.3(c)
Name of title of the court and the parish from which the case came	R. 2-12.3(d)
Name of judge who rendered judgment or ruling complained of	R. 2-12.3(e)
Statement: on appeal or in response to a writ	R. 2-12.3(f)
Identification of party and party's status before the court	R. 2-12.3(g)
Original, reply, or supplemental brief	R. 2-12.3(h)
Name of counsel, address and phone number	R. 2-12.3(i)
Civil, criminal, juvenile, or special proceeding	R. 2-12.3(j)
Certificate of Service	R. 2-14.2
Copies of decisions from other states	R. 2-12.4
Attachments; <a href="#">Order of this Court 08/24/95</a>	

**REPLY BRIEF COMPLIANCE CHECKLIST<sup>5</sup>**

Due (10) days after appellee's brief is filed. ( <b>If not, Motion for Leave Needed</b> )	R. 2-12.7
Original and seven (7) copies of brief	R. 2-12.1
Pages consecutively numbered	R. 2-12.2
Double spaced except as noted	R. 2-12.2
Page limit: 13 pages on 8½ X 14; 18 pages on 8½ X 11 ( <b>Motion for</b>	R. 2-12.2(1)

<sup>4</sup> See <http://www.la-fcca.org>

<sup>5</sup> See <http://www.la-fcca.org>

	<b>Leave Needed to Exceed Page limit- \$25.00 Fee)</b>	
	(a) Roman or Times New Roman 14 pt. or larger computer font, normal spacing; or (b) no more than 10 characters per typewriter print.	R. 2-12.2(2)
	Title of the court to which it is directed	R. 2-12.3(a)
	Docket number of the case in the court	R. 2-12.3(b)
	Title of the case as it appears on the docket	R. 2-12.3(c)
	Name of title of the court and the parish from which the case came	R. 2-12.3(d)
	Name of judge who rendered judgment or ruling complained of	R. 2-12.3(e)
	Statement: on appeal or in response to a writ	R. 2-12.3(f)
	Identification of party and party's status before the court	R. 2-12.3(g)
	Original, reply, or supplemental brief	R. 2-12.3(h)
	Name of counsel, address and phone number	R. 2-12.3(i)
	Civil, criminal, juvenile, or special proceeding	R. 2-12.3(j)
	Certificate of Service	R. 2-14.2
	Copies of decisions from other states	R. 2-12.4
	Attachments; <a href="#">Order of this Court 08/24/95</a>	

## ORAL ARGUMENT

The oral argument before Louisiana’s First Circuit Court of Appeal is governed by Rule 2-15.

- **What is the order of oral argument?**
  - The appellant shall have the right to open and close the argument.
  - Where there are 2 or more appellants in the same case, the court will decide when the case is called for argument who shall open and who shall close the argument, unless the parties agree upon the order of presentation (Rule 2-15.1).
  
- **What is the duration of oral argument?**
  - No longer than 40 minutes, divided equally between opposing parties, unless additional time is allowed by the court for sound reason, or the court deems additional time is needed for proper presentation of the case.
  - Counsel is not required to use all of the allotted time. The time for argument may be shortened in the discretion of the court.
  - When there is a conflict of interests between appellants or between appellees, the court will decide upon the apportionment of the time

allowed them for argument, unless they agree upon the apportionment (Rule 2-15.2).

## **WRITS<sup>6</sup>**

Rule 4 governs the Appellate Court's handling of the writs.

- **How to apply for writs?**
  - File an original and 3 duplicate copies of application with the clerk of the Court of Appeal (Rule 4-1).
  - Notify the opposing parties or opposing counsel of record of intention to apply for writs; notice simultaneously shall be given to the judge whose ruling is at issue (Rule 4-2).
  
- **When to file for writs?**
  - The judge shall immediately set a reasonable return date within which the application shall be filed in the appellate court.
  - The return date in civil cases shall not exceed 30 days from the date of notice to the judge.
  - In criminal cases, unless the judge orders the ruling to be reduced to writing, the return date shall not exceed 30 days from the date of the ruling at issue. When the judge orders the ruling to be reduced to writing in criminal cases, the return date shall not exceed 30 days from the date the ruling is signed.
  - In all cases, the judge shall set an explicit return date; an appellate court will not infer a return date from the record.
  - Upon proper showing, the trial court or the appellate court may extend the time for filing the application upon the filing of a motion for extension of return date by the applicant, filed within the original or an extended return date period.
  - An application not filed in the appellate court within the time so fixed or extended shall not be considered, in the absence of a showing that the delay in filing was not due to the applicant's fault. The application for writs shall contain documentation of the return date and any extensions thereof; any application that does not contain this documentation may not be considered by the appellate court (Rule 4-3).
  
- **What should the application contain?**
  - Signature of the applicant or counsel of record;
  - Affidavit verifying the allegations of the application and certifying that a copy has been delivered or mailed to the respondent judge and to opposing counsel, and to any opposing party not represented by counsel;
    - List all parties and all counsel, indicating the parties each represents;

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<sup>6</sup> See <http://www.la-fcca.org>

- List the addresses and telephone numbers (if available) of the respondent judge, opposing counsel and any opposing party not represented by counsel;
- The original and duplicates shall have the pages of the application and attached documents and exhibits consecutively numbered;
- The entire submission shall be hole punched and bound in two places along the top margin, preferably with 4 1/4 inch metal file fasteners such that no part of the text on any page is obscured, and in sections consisting of no more than 250 page.
- The submission shall contain these items:
  - Index of all items contained therein;
  - Concise statement of the grounds on which the jurisdiction of the court is invoked;
  - Concise statement of the case, including the status of the case at the time the writ application is filed, in order to reflect any trial dates or hearing dates that are pending;
  - Issues and questions of law presented for determination by the court;
  - Assignments or specifications of errors and a memorandum in support of the application, in accordance with Rules 2-12.2 and 2-12.10, and a prayer for relief;
  - Copy of the judgment, order, or ruling complained of (if by written judgment, order, or ruling);
  - Copy of the judge's reasons for judgment, order, or ruling (if written);
  - Copy of each pleading on which the judgment, order, or ruling was founded, including the petition(s) in civil cases and the indictment or the bill of information in criminal cases;
  - Copy of pertinent court minutes;
  - Notice of intent and return date order required by Rules 4-2 and 4-3.
  - A separate page entitled "REQUEST FOR EXPEDITED CONSIDERATION" and indexed as such shall be included if the applicant seeks expedited relief or a stay order.
- If any trial or hearing date is set after a writ application is filed or if any trial or hearing date included in a filed writ application is changed or continued, the applicant shall notify the court by facsimile or by e-mail, if directed by the Court of Appeal, of the setting, change, or continuance of the hearing date no later than three business days after the setting, change or continuance. The filed writ application shall be supplemented with this information not later than one week after the setting, change or continuance (Rule 4-5).

## Writ Checklist

**Note: A writ application requires an original + 3 copies.**

**Bound as provided in Rule 4-5.**

**(Bluebacks are NOT required)**

<b>Notice of intent filed within 30 days of ruling</b>	<b>Rule 4-2</b>
<b>Request for return date within 30 days of ruling</b>	<b>Rule 4-3</b>
<b>Signed return date order attached</b>	<b>Rule 4-3</b>
<b>Request for stay directed to trial court (if stay sought).</b>	<b>Rule 4-4</b>
<b>Affidavit verifying service; service must be in similar manner to opposing counsel and respondent judge, including addresses and telephone numbers.</b>	<b>(If emergency or expedited treatment or stay)</b>
<b>Affidavit verifying allegations of petition and service</b>	
<b>Index (C)(1)</b>	
<b>Jurisdictional statement (C)(2)</b>	
<b>Statement of the case; including status of the case (C)(3)</b>	
<b>Issues and questions (C)(4)</b>	
<b>Assignments or specifications of error, memorandum and prayer for relief (c)(5)</b>	
<b>Copy of judgment, order or ruling (C)(6)</b>	
<b>Copy of judge's reasons for judgment (C)(7)</b>	<b>Rule 4-5</b>
<b>Copy of pleadings on which ruling was founded; including petition(s) in civil cases and indictment or bill of information in criminal cases (C)(8)</b>	
<b>Copy of opposition and any attachments filed in the trial court or a statement that no opposing written document was filed(C)(9)</b>	
<b>Pertinent court minutes (C)(10)</b>	
<b>Notice of intent and return date (C)(11)</b>	
<b>Request for expedited consideration-separate page required (C)(12)</b>	
<b>File supplement with update on trial or hearing date (D)</b>	

Last Updated on Thursday, 06 May 2010 11:46

See: <http://www.la-fcca.org/index.php/clerks-office/writ-checklist>

## THE LOUISIANA SUPREME COURT

### CONTACT INFORMATION



#### **Clerk of Court**

400 Royal Street, New Orleans, LA 70130 • (504) 310-2300

#### **Court Public Information Officer**

400 Royal Street, Suite 1190, New Orleans, LA 70130 • (504) 310-2588  
[vsw@lajao.org](mailto:vsw@lajao.org)

#### **Judicial Administrator's Office**

400 Royal Street, Suite 1190, New Orleans, LA 70130 • (504) 310-2550

#### **Law Library of Louisiana**

400 Royal Street, Second Floor, New Orleans, LA 70130 • (504) 310-2400  
[library@lasc.org](mailto:library@lasc.org) (general questions)  
[reference@lasc.org](mailto:reference@lasc.org) (reference questions)  
[catalog@lasc.org](http://catalog@lasc.org) (online catalog)

**Website:** <http://www.lasc.org>

### CLERK'S OFFICE HOURS

**Monday - Friday**  
**9:00 A.M. – 5:00 P.M.**

## RULES OF THE LOUISIANA SUPREME COURT

The Louisiana Supreme Court website contains all the applicable Rules. *See* [www.lasc.org/rules/supreme.asp](http://www.lasc.org/rules/supreme.asp). The Rules outline the detailed procedure for the writ application process. **ATTENTION:** The following bullet-point summary is NOT meant to eliminate the need to refer to the Rules of the Louisiana Supreme Court; rather it is merely a helpful guide in preparation for filing a writ application.

In applying for a writ, it is necessary to fill out the Writ Application Filing Sheet available on the Court's website.

### PREPARATION OF THE RECORD

**Part A Rule I** contains the standards for the preparation of records.

- **What to file?** (Section 1)
  - A certified copy of the original record and two duplicate records.
  - Where a writ is granted to review the action of a trial court, prepare a certified copy of the original record and one duplicate. Please refer to Section 1 for a detailed description of what the record should and should not include.
  - Where a writ is granted to review the action of a court of appeal, file the original and duplicate records filed with the court of appeal.
  
- **Form of the Filing:** (Section 2)
  - White legal-size (8 1/2 x 14") paper;
  - Double-spaced;
  - Adequate margins (top 2", left 1");
  - Bound in strong, flexible loose-leaf covers, fastened at the top (not more than 250 pages; if more—then split in separate volumes).
  - Consecutively numbered.
  
- **The order for arranging the documents in the record:**
  - Section 5 provides a detailed order for civil case.
  - Section 6 contains the corresponding criminal cases order.
  
- **Front cover of the record:** (Section 8)
  - The number of the case in this court, to be inserted by the clerk of this court;
  - The number of the volume, if there be more than one;
  - The date of the filing in this court, to be entered by the clerk of this court;
  - The title of the case, with words showing the status of the parties respectively (i.e., whether appellant, appellee, relator, respondent, plaintiff, defendant, etc.);

- The name of the court and of the parish from which the appeal comes, the number of the case in such court, and the name of the judge who rendered the decision appealed from;
- The name and address of counsel for the parties at the time of lodging the record in this court, with words showing whether the party is plaintiff, defendant, intervenor, opponent, or third-party plaintiff or defendant. The clerk of the trial court shall ascertain counsel at the time of the appeal and of lodging the record in this court, rather than supplying only the counsel at the initial pleadings.

## **BRIEFS**

The detailed specifications for briefs to be filed with the Supreme Court are outlined in **Part A Rule VII**.

- **What To file?** (Section 1).
  - one original and 15 legible copies.
- **Form of the filing:** (Section 2)
  - Printed or lithographed in pamphlet or book form 6 X 9 inches in size, or they may be typewritten or otherwise produced on either letter or legal size white.
  - Except for matters customarily single-spaced and indented, all typewritten briefs must be double-spaced.
  - With the exception of matters which are customarily indented, margins of at least 3/4 inch, but no more than 1 1/4 inches, shall be maintained on the left, right and bottom of all pages. Margins of no less than 1 1/2 inches, but no more than 2 inches, shall be maintained at the top of each page.
  - Briefs shall be bound in at least two places along the top margin (metal fasteners or staples are preferred). No part of the text of the brief shall be obscured by the binding.
  - No less than 11 point typeface, but no more than 12 point typeface, shall be used.
  - Briefs in civil cases shall not exceed 25 legal size pages or 35 letter size pages, exclusive of the cover page and the index of authorities.
  - Briefs in criminal cases shall not exceed 35 legal size pages or 50 letter size pages, exclusive of the cover page and the index of authorities. Briefs in criminal capital cases shall not exceed 85 legal size pages or 115 letter size pages, exclusive of the cover page and the index of authorities.
- **Front cover of the brief:** (Section 3).
  - Should contain the words, SUPREME COURT OF LOUISIANA;
  - Docket number of the case in this court;
  - Title of the case as it appears on the docket of this court;
  - Name or title of the court and the name of the parish from which the case came, a statement whether it came on appeal or in response to a writ, and

the name of the judge who rendered the decision or ruling complained of (for example: "Appeal from the Thirty-Fifth Judicial District Court, Parish of Napoleon, John Smith, District Judge", or "Writ of Review to the Court of Appeal, Blank Circuit, Parish of Napoleon");

- Statement showing on whose behalf the brief is filed, and whether as plaintiff, defendant, intervenor, amicus curiae, or otherwise, and whether as appellant, appellee, applicant, petitioner, relator or respondent, and whether the brief is original or supplemental, and whether in support of or opposition to a motion, writ, rehearing, or otherwise, or on the merits;
  - Name of the attorney or attorneys, with address and telephone number, by whom the brief is filed, and a designation of the party or parties represented.
- **What should the appellant's (applicant's or relator's) brief contain?** (Section 4)
    - Index of the authorities cited;
    - Concise statement of the case;
    - Specification of the alleged errors complained of;
    - Argument free from unnecessary repetition and confined strictly to the issue or issues of the case.
  - **What should the appellee's (respondent's) brief contain?** (Section 5)
    - Index of the authorities cited;
    - Such statement of the case and such argument as may be deemed necessary.
  - **When should the brief be filed?** (Section 8)
    - In most cases in which a writ application has been granted the brief of the applicant or relator shall be filed not later than twenty-five days after the date that the writ is granted,
    - Brief of the respondent shall be filed not later than forty-five days after the date that the writ is granted.
    - In all appeals, the brief of the appellant shall be filed not later than thirty days after the lodging of the record in this court.
    - Brief of the appellee shall be filed not later than sixty days after the lodging of the record in this court.
    - In all instances, the briefs shall be accompanied by a certificate showing that a copy was delivered or mailed to the opposing counsel, or to the opposing litigant or litigants, if not represented by counsel.
    - Failure to file briefs timely in accordance with the above provision shall forfeit the right of the party, so failing, to orally argue the case before the Court. In its discretion, the Court may nonetheless allow oral argument by a party who has failed to file briefs timely. The other party or parties, if they have complied, shall be entitled to oral argument. However, all parties must file briefs in every criminal case.

- Court may grant an extension at its discretion upon showing of good cause through written motion filed with the clerk of court on or before the date the brief would ordinarily be due under the appropriate rule (Section 10).
  - Supplemental briefs on the merits, or briefs in support of or in opposition to motions, may be filed at any time. However, a brief filed without leave after the matter is argued or submitted may not be considered (Section 11.1).
- **Amicus Brief Requirements-** please see Section 12

### **ORAL ARGUMENT**

When arguing a case before the Louisiana Supreme Court, it is necessary to abide by **Part A Rule VIII.**

- **The order of the argument** (Section 1)
  - The appellant (applicant or relator) has the right to open and close the argument.
  - When there are two or more appellants, applicants, or relators in the same case, the court shall decide, when the case is called for argument, who shall open and who shall close the argument, unless the parties agree upon the one who shall open and upon the one who shall close the argument.
  
- **What is the duration of the argument?** (Section 2)
  - Forty minutes, divided equally between the opposing parties, will be allowed for oral argument in lawyer discipline cases and all criminal cases except capital cases, unless additional time is requested, for good cause and allowed in advance of argument.
  - Sixty minutes, divided equally between the opposing parties, will be allowed for oral argument in civil cases, unless additional time is requested, for good cause, and allowed in advance of argument.
  - Sixty minutes, divided equally between the opposing parties, will be allowed for oral argument in cases in which the Judiciary Commission recommends the discipline of a judge, unless additional time is requested, for good cause, and allowed in advance of argument.
  - Eighty minutes, divided equally between the opposing parties, will be allowed for oral argument in capital cases, unless additional time is requested, for good cause, and allowed in advance of argument.
  - The court in its discretion may prescribe a shorter period of oral argument for a case or class of case. Furthermore, the court in its discretion may limit oral argument in any case in which the argument becomes repetitive or irrelevant to the issue or issues before the court.

- **When will oral argument not be allowed?** (Section 4)
  - In support of or in opposition to an application for a rehearing.
  - In support of or in opposition to an application for a writ of review to the court of appeal.
  - In support of or in opposition to an application for a supervisory or remedial writ.

### **REHEARINGS**

A distinct set of rules applicable to rehearings is outlined in **Part A Rule IX**.

- **When should the application for a rehearing be filed?**
  - On or before the fourteenth calendar day after the mailing of the notice of judgment
  - No extension of time will be granted (Section 1).
- **What to file?** (Section 1)
  - Original and nine copies of the application
  - A copy of the application shall be mailed or delivered to opposing counsel.

### **WRITS**

- **What are the considerations that determine whether the writ will be granted:** (Section 1)
  - Conflicting Decisions
  - Significant Unresolved Issues of Law.
  - Overruling or Modification of Controlling Precedents.
  - Erroneous Interpretation or Application of Constitution or Laws.
  - Gross Departure From Proper Judicial Proceedings.
  - The application for writs shall address, in concise fashion, why the case is appropriate for review under the above considerations.
- **What to file?** (Section 2)
  - An application for any writ, and all documents and exhibits in connection therewith, shall be filed in duplicate with the clerk of this court.
  - Seven additional copies of the application shall be filed, except that additional copies are not required for pro se writs in criminal matters. The additional copies shall include the trial court's judgment and reasons for judgment, if the reasons were written or transcribed, and the court of appeal opinion, if any, and may also include any other pleadings or exhibits attached to the original and duplicate.
- **Form of Filing:** (Section 2)
  - To the extent practicable, the original and duplicate applications and copies, either or all of which may be produced through a permanent duplicating process, shall be prepared on white, legal size paper

- Double-spaced;
  - With the exception of matters which are customarily indented, margins of at least 3/4 inch, but no more than 1 1/4 inches, shall be maintained on the left, right and bottom of all pages. Margins of no less than 1 1/2 inches, but no more than 2 inches, shall be maintained at the top of each page.
  - Applications shall be bound in at least two places along the top margin (metal fasteners or staples are preferred). No part of the text of the application shall be obscured by the binding.
  - No less than 11 point typeface, but no more than 12 point typeface, shall be used.
  - The pages in the application shall be consecutively numbered, except that exhibits and attachments may be indexed and tabbed on the right side of the page.
  - A copy of the application shall be mailed or delivered to all counsel and unrepresented parties. In cases where a remedial writ is sought, a copy of the application shall also be mailed or delivered to the respondent judge. Where a court of appeal has taken any action in a case, either by judgment on appeal or by granting or denying writs, a copy of the application to this court shall be simultaneously filed with the clerk of that court of appeal, which copy need include only the memorandum directed to this court.
  - The application shall be signed by the applicant or applicant's attorney of record.
  - The names, addresses and telephone numbers of all counsel and unrepresented parties involved in the case, together with the name of the party or parties each counsel represents, shall be listed in the verification or an attachment thereto.
- **What should the writ application contain:**
    - For civil cases- see Section 3<sup>7</sup>
    - For criminal cases- see Section 4
  - **When should the Writ Application be filed? (Section 5)**
    - An application seeking to review a judgment of the court of appeal either after an appeal to that court, or after that court has granted relief on an application for supervisory writs (but not when the court has merely granted an application for purposes of further consideration), or after a denial of an application, shall be made within thirty days of the mailing of the notice of the original judgment of the court of appeal;
    - However, if a timely application for rehearing has been filed in the court of appeal in those instances where a rehearing is allowed, the application shall be made within 30 days of the mailing of the notice of denial of rehearing or the judgment on rehearing.

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<sup>7</sup> Due to the extreme detail level of the contents requirement, Sections 3 and 4 are beyond this brief summary

- No extension of time therefore will be granted
- When an application is sought to review the action or inaction of a trial court in (a) a case in which the court of appeal does not have supervisory jurisdiction, i.e., a criminal case in which a death sentence has been imposed or in which a conviction and sentence were imposed before July 1, 1982, or (b) a case in which the court of appeal has supervisory jurisdiction but the applicant seeks to file an application directly or simultaneously in this court (which application will not ordinarily be considered by this court absent extraordinary circumstances), the trial court shall fix a reasonable time within which the application shall be filed in this court, and the trial court may in the court's discretion stay further proceedings. Upon proper showing, the trial court or this court may by order extend the time for such filing. Any application not filed in this court within the time so fixed or extended may not be considered, in the absence of showing that the delay in filing was not due to the applicant's fault.
- **How to file an opposition to the writ?** (Section 6)
  - Any party may file and serve an opposition memorandum, setting forth reasons why the application should not be granted.
  - The opposition must be filed within 15 days of the filing of the application unless the time for filing is extended by order of the court.
  - The opposition memorandum should be as brief as possible, and must not exceed 25 pages in length.
  - Other pleadings or documents shall not be filed with the opposition memorandum, unless their inclusion is essential to demonstrate why the application should not be granted. In the event any other pleadings or documents are filed, they shall be bound separately from the opposition memorandum and shall not exceed 25 pages.
- **What happens after the writ is granted?** (Section 8)
  - The record shall be lodged with the clerk of court forthwith.
  - The case shall be placed on the calendar for oral argument and briefs shall be required
  - In lieu of filing a brief, the applicant may, within the time prescribed by Rule VII, Section 8(a), file 15 additional copies of the application (with or without the supporting exhibits) and any memorandum or brief filed in support of the application.
  - At the time the writ is granted, the court may order peremptory relief. A party affected may apply for rehearing within the delay provided by Rule IX and the court may, with or without application, stay the relief granted to permit consideration of any such application.

The Louisiana Supreme Court also decides the questions certified by the court of appeals (**Rule XI**) and federal courts (**Rule XII**).

**THE SUPREME COURT OF THE UNITED STATES  
CONTACT INFORMATION**



**Supreme Court of the United States**

1 First Street, N. E.  
Washington, DC 20543

**Clerk of the Court**

(202) 479-3011

**Reporter of Decisions**

(202) 479-3390

**Marshal of the Court**

(202) 479-3333

**Librarian**

(202) 479-3175

**Telephone Operator**

(202) 479-3000

**Clerk's Automated Response System (CARS)**

(202) 479-3034

**Website: <http://www.supremecourt.gov>**

## INSTRUCTIONS FOR ADMISSION TO THE U.S. SUPREME COURT BAR

Supreme Court **Rule 5.2** requires one to fill out a personal application statement to be endorsed by two sponsors.

- The sponsors must be members of the Bar of the US Supreme Court who know you personally and are **not** related to you by blood or marriage.
- One of the sponsors or another member of the Bar, including a relative, may move your admission.
- You must obtain a **certificate of good standing from the presiding judge, clerk, or other authorized official of the highest court** of a State, Commonwealth, Territory or Possession, or of the District of Columbia, evidencing the fact that you have been a member of the Bar of such court for at least three years and are in good standing.
- An application will be considered current for one year from the date of the clerk's certificate. After that time the papers will be returned. **Do not submit a Bar Association certificate in place of the clerk's certificate.**

Supreme Court **Rule 5** provides, in part:

- To qualify for admission to the Bar of this Court, an applicant must have been admitted to practice in the highest court of a State, Commonwealth, Territory or Possession, or the District of Columbia for a period of at least three years immediately before the date of application; must not have been the subject of any adverse disciplinary action pronounced or in effect during that 3-year period; and must appear to the Court to be of good moral and professional character.
- Each applicant shall file with the Clerk
  - a certificate from the presiding judge, clerk, or other authorized official of that court evidencing the applicant's admission to practice there and the applicant's current good standing, and
  - a completely executed copy of the form approved by this Court and furnished by the Clerk containing
    - the applicant's personal statement, and
    - the statement of two sponsors endorsing the correctness of the applicant's statement, stating that the applicant possesses all the qualifications required for admission, and affirming that the applicant is of good moral and professional character. Both sponsors must be members of the Bar of this Court who personally know, but are not related to, the applicant.
  - If the documents submitted demonstrate that the applicant possesses the necessary qualifications, and if the applicant has signed the oath or affirmation and paid the required fee, the Clerk will notify the applicant of acceptance by the Court as a

member of the Bar and issue a certificate of admission. An applicant who so wishes may be admitted in open court on oral motion by a member of the Bar of this Court, provided that all other requirements for admission have been satisfied.

- Each applicant shall sign the following oath or affirmation: I,..... , do solemnly swear (or affirm) that as an attorney and as a counselor of this Court, I will conduct myself uprightly and according to law, and that I will support the Constitution of the United States.

**IF YOU ELECT TO BE ADMITTED ON WRITTEN MOTION**, without coming to the Court, execute the Motion For Admission by having the attorney whose name you wish to appear on your certificate sign as the moving party. The attorney who moves your admission must be a member of the Bar of this Court and may be a relative. Return to the Clerk's Office, Attn: Admissions Office, your completed application, the required certificate, and your check for \$200 payable to "U. S. Supreme Court" to cover the admission fee.

**IF YOU ELECT TO BE ADMITTED IN OPEN COURT**, do not complete the written Motion For Admission. Return your application and the required certificate to this Office, and we will notify you whether the papers are in order and will provide instruction for being admitted in open Court. The \$200 fee is to be paid on the day of admission.

**BAR CERTIFICATE.** The Certificate evidencing admission to the Bar of this Court contains the following words: ". . . in the year of our Lord, two thousand." An alternate Certificate is available that omits the underlined words. If you want an alternate Certificate, check the block on the personal statement.

PLEASE RETURN TO:

Admissions Office: Clerk, Supreme Court of the United States  
Attn: Admissions Office  
1 First Street, N. E.  
Washington, D. C. 20543-0001  
202-479-3387  
[ptadmit@sc-us.gov](mailto:ptadmit@sc-us.gov)

**BRIEFS**

**Part III** of the Rules of the Supreme Court of the United States governs review on Certiorari. Specifically, **Rule 12 et seq.** provides the requirements for briefing on a Writ of Certiorari. Part VI of the Rules of the Supreme Court of the United States governs the requirements for briefs on the merits [**Rule 24 et seq.**], and includes a section on oral arguments before the Supreme Court [**Rule 28**]. The Rules are available at <http://www.supremecourtus.gov>

**ATTENTION:** The following bullet-point summary is **NOT** meant to eliminate the need to refer the Rules of the US Supreme Court. It is merely a helpful guide in preparation for a writ application.

**Review on Certiorari:**

**What should the brief contain and in what order?**

- A petition for a writ of certiorari shall contain, in the order indicated:
  - (a) The questions presented for review, expressed concisely in relation to the circumstances of the case, without unnecessary detail. The questions should be short and should not be argumentative or repetitive. If the petitioner or respondent is under a death sentence that may be affected by the disposition of the petition, the notation “capital case” shall precede the questions presented. The questions shall be set out on the first page following the cover, and no other information may appear on that page. The statement of any question presented is deemed to comprise every subsidiary question fairly included therein. Only the questions set out in the petition, or fairly included therein, will be considered by the Court.
  - (b) A list of all parties to the proceeding in the court whose judgment is sought to be reviewed (unless the caption of the case contains the names of all the parties), and a corporate disclosure statement as required by Rule 29.6.
  - (c) If the petition prepared under Rule 33.1 exceeds 1,500 words or exceeds five pages if prepared under Rule 33.2, a table of contents and a table of cited authorities. The table of contents shall include the items contained in the appendix.
  - (d) Citations of the official and unofficial reports of the opinions and orders entered in the case by courts or administrative agencies.
  - (e) A concise statement of the basis for jurisdiction in this Court, showing:
    - (i) the date the judgment or order sought to be reviewed was entered (and, if applicable, a statement that the petition is filed under this Court’s Rule 11);
    - (ii) the date of any order respecting rehearing, and the date and terms of any order granting an extension of time to file the petition for a writ of certiorari;
    - (iii) express reliance on Rule 12.5, when a cross-petition for a writ of certiorari is filed under that Rule, and the date of docketing of the petition for a writ of certiorari in connection with which the cross-petition is filed;
    - (iv) the statutory provision believed to confer on this Court jurisdiction to review on a writ of certiorari the judgment or order in question; and

- (v) if applicable, a statement that the notifications required by Rule 29.4(b) or (c) have been made.
- (f) The constitutional provisions, treaties, statutes, ordinances, and regulations involved in the case, set out verbatim with appropriate citation. If the provisions involved are lengthy, their citation alone suffices at this point, and their pertinent text shall be set out in the appendix referred to in subparagraph 1(i).
- (g) A concise statement of the case setting out the facts material to consideration of the questions presented, and also containing the following:
  - (i) If review of a state-court judgment is sought, specification of the stage in the proceedings, both in the court of first instance and in the appellate courts, when the federal questions sought to be reviewed were raised; the method or manner of raising them and the way in which they were passed on by those courts; and pertinent quotations of specific portions of the record or summary thereof, with specific reference to the places in the record where the matter appears (e. g., court opinion, ruling on exception, portion of court's charge and exception thereto, assignment of error), so as to show that the federal question was timely and properly raised and that this Court has jurisdiction to review the judgment on a writ of certiorari. When the portions of the record relied on under this subparagraph are voluminous, they shall be included in the appendix referred to in subparagraph 1(i).
  - (ii) If review of a judgment of a United States court of appeals is sought, the basis for federal jurisdiction in the court of first instance.
- (h) A direct and concise argument amplifying the reasons relied on for allowance of the writ. See Rule 10.
- (i) An appendix containing, in the order indicated:
  - (i) the opinions, orders, findings of fact, and conclusions of law, whether written or orally given and transcribed, entered in conjunction with the judgment sought to be reviewed;
  - (ii) any other relevant opinions, orders, findings of fact, and conclusions of law entered in the case by courts or administrative agencies, and, if reference thereto is necessary to ascertain the grounds of the judgment, of those in companion cases (each document shall include the caption showing the name of the issuing court or agency, the title and number of the case, and the date of entry);
  - (iii) any order on rehearing, including the caption showing the name of the issuing court, the title and number of the case, and the date of entry;
  - (iv) the judgment sought to be reviewed if the date of its entry is different from the date of the opinion or order required in subparagraph (i) of this subparagraph;

- (v) material required by subparagraphs 1(f) or 1(g)(i); and
- (vi) any other material the petitioner believes essential to understand the petition.
- All contentions in support of a petition for a writ of certiorari shall be set out in the body of the petition, as provided in subparagraph 1(h) of this Rule. No separate brief in support of a petition for a writ of certiorari may be filed, and the Clerk will not file any petition for a writ of certiorari to which any supporting brief is annexed or appended.
- A petition for a writ of certiorari should be stated briefly and in plain terms and may not exceed the word or page limitations specified in Rule 33.
- The failure of a petitioner to present with accuracy, brevity, and clarity whatever is essential to ready and adequate understanding of the points requiring consideration is sufficient reason for the Court to deny a petition.
- If the Clerk determines that a petition submitted timely and in good faith is in a form that does not comply with this Rule or with Rule 33 or Rule 34, the Clerk will return it with a letter indicating the deficiency. A corrected petition submitted in accordance with Rule 29.2 no more than 60 days after the date of the Clerk's letter will be deemed timely.
  
- **How many copies need to be filed?**
  - 40 copies of a petition for a writ of certiorari, prepared as required by Rule 33.1, and shall pay the Rule 38(a) docket fee.
  - Whether prepared under Rule 33.1 or Rule 33.2, the petition shall comply in all respects with Rule 14 and shall be submitted with proof of service as required by Rule 29.
  - Unless otherwise provided by law, a petition for a writ of certiorari to review a judgment in any case, civil or criminal, entered by a state court of last resort or a United States court of appeals (including the United States Court of Appeals for the Armed Forces) is timely when it is filed with the Clerk of this Court within 90 days after entry of the judgment.
  - A petition for a writ of certiorari seeking review of a judgment of a lower state court that is subject to discretionary review by the state court of last resort is timely when it is filed with the Clerk within 90 days after entry of the order denying discretionary review.
  
- **Briefs in Opposition; Reply Briefs; Supplemental Briefs**
  - A brief in opposition to a petition for a writ of certiorari may be filed by the respondent in any case, but is not mandatory except in a capital case, see Rule 14.1(a), or when ordered by the Court.
  - A brief in opposition should be stated briefly and in plain terms and may not exceed the word or page limitations specified in Rule 33. In addition to presenting other arguments for denying the petition, the brief in opposition should address any perceived misstatement of fact or

law in the petition that bears on what issues properly would be before the Court if certiorari were granted. Counsel are admonished that they have an obligation to the Court to point out in the brief in opposition, and not later, any perceived misstatement made in the petition. Any objection to consideration of a question presented based on what occurred in the proceedings below, if the objection does not go to jurisdiction, may be deemed waived unless called to the Court's attention in the brief in opposition.

- Any brief in opposition shall be filed within 30 days after the case is placed on the docket, unless the time is extended by the Court or a Justice, or by the Clerk under Rule 30.4. Forty copies shall be filed, except that a respondent proceeding in forma pauperis under Rule 39, including an inmate of an institution, shall file the number of copies required for a petition by such a person under Rule 12.2, together with a motion for leave to proceed in forma pauperis, a copy of which shall precede and be attached to each copy of the brief in opposition. If the petitioner is proceeding in forma pauperis, the respondent shall prepare its brief in opposition, if any, as required by Rule 33.2, and shall file an original and 10 copies of that brief. Whether prepared under Rule 33.1 or Rule 33.2, the brief in opposition shall comply with the requirements of Rule 24 governing a respondent's brief, except that no summary of the argument is required. A brief in opposition may not be joined with any other pleading, except that any motion for leave to proceed in forma pauperis shall be attached. The brief in opposition shall be served as required by Rule 29.
  - No motion by a respondent to dismiss a petition for a writ of certiorari may be filed. Any objections to the jurisdiction of the Court to grant a petition for a writ of certiorari shall be included in the brief in opposition. The Clerk will distribute the petition to the Court for its consideration upon receiving an express waiver of the right to file a brief in opposition, or, if no waiver or brief in opposition is filed, upon the expiration of the time allowed for filing. If a brief in opposition is timely filed, the Clerk will distribute the petition, brief in opposition, and any reply brief to the Court for its consideration no less than 14 days after the brief in opposition is filed, unless the petitioner expressly waives the 14-day waiting period.
- Any petitioner may file a reply brief addressed to new points raised in the brief in opposition, but distribution and consideration by the Court under paragraph 5 of this Rule will not be deferred pending its receipt. Forty copies shall be filed, except that a petitioner proceeding in forma pauperis under Rule 39, including an inmate of an institution, shall file the number of copies required for a petition by such a person under Rule 12.2. The reply brief shall be served as required by Rule 29.
  - If a cross-petition for a writ of certiorari has been docketed, distribution of both petitions will be deferred until the cross-petition is due for distribution under this Rule.

- Any party may file a supplemental brief at any time while a petition for a writ of certiorari is pending, calling attention to new cases, new legislation, or other intervening matter not available at the time of the party's last filing. A supplemental brief shall be restricted to new matter and shall follow, insofar as applicable, the form for a brief in opposition prescribed by this Rule. Forty copies shall be filed, except that a party proceeding in forma pauperis under Rule 39, including an inmate of an institution, shall file the number of copies required for a petition by such a person under Rule 12.2. The supplemental brief shall be served as required by Rule 29.

**\*\*\*PLEASE NOTE THAT SEPARATE RULES APPLY TO THE DIFFERENT TYPES OF APPLICATIONS FOR SUPREME COURT JURISDICTION\*\*\***

### **ORAL ARGUMENT**

The oral argument before the US Supreme Court is governed by **Rule 28** of the Rules of the Supreme Court of the United States.

- **What is the purpose of oral argument?**
  - Oral argument should emphasize and clarify the written arguments in the briefs on the merits. Counsel should assume that all Justices have read the briefs before oral argument. Oral argument read from a prepared text is not favored.
- **What is the order of the argument?**
  - The petitioner or appellant shall open and may conclude the argument. A cross-writ of certiorari or cross-appeal will be argued with the initial writ of certiorari or appeal as one case in the time allowed for that one case, and the Court will advise the parties who shall open and close.
- **What is the duration of oral argument?**
  - Unless the Court directs otherwise, each side is allowed one-half hour for argument. Counsel is not required to use all the allotted time. Any request for additional time to argue shall be presented by motion under Rule 21 in time to be considered at a scheduled Conference prior to the date of oral argument and no later than 7 days after the respondent's or appellee's brief on the merits is filed, and shall set out specifically and concisely why the case cannot be presented within the half-hour limitation. Additional time is rarely accorded.
  - Only one attorney will be heard for each side, except by leave of the Court on motion filed in time to be considered at a scheduled Conference prior to the date of oral argument and no later than 7 days after the respondent's or appellee's brief on the merits is filed. Any

- request for divided argument shall be presented by motion under Rule 21 and shall set out specifically and concisely why more than one attorney should be allowed to argue. Divided argument is not favored.
- Regardless of the number of counsel participating in oral argument, counsel making the opening argument shall present the case fairly and completely and not reserve points of substance for rebuttal.
  - Oral argument will not be allowed on behalf of any party for whom a brief has not been filed.
  - By leave of the Court, and subject to paragraph 4 of this Rule, counsel for an amicus curiae whose brief has been filed as provided in Rule 37 may argue orally on the side of a party, with the consent of that party. In the absence of consent, counsel for an amicus curiae may seek leave of the Court to argue orally by a motion setting out specifically and concisely why oral argument would provide assistance to the Court not otherwise available. Such a motion will be granted only in the most extraordinary circumstances.

## HOW TO BECOME A LOUISIANA NOTARY AFTER BEING SWORN IN TO PRACTICE LAW IN LOUISIANA

### General Information

Notaries may pass a statewide standardized exam administered by the Secretary of State. Anyone licensed to practice law in the state is exempt from the test. A Louisiana notary's signature is his seal. A notary is not required to have a particular style of seal to give authenticity to his copies. *See Flemming v. Richardson & Smith*, 13 La. Ann. 414, (1858).

### Qualifications: (See Title 35:191)

*(Effective August 15, 2008)*

Is a resident citizen (registered to vote in the parish of residence) or alien of this state.

Is eighteen years of age or older.

Takes and passes the statewide standardized exam administered by the Secretary of State (anyone licensed to practice law in the state is exempt from the test).

Reads, writes, speaks, and is sufficiently knowledgeable of the English language.

Is not under interdiction or incapable of serving as a notary because of mental infirmity.

Meets the requirements established by law for each commission sought.

### Application Process: (See Title 35:191)

*(Effective August 15, 2008)*

1. Download the Application to Qualify. (See Secretary of State Website: <http://www.sos.la.gov/NotaryAndCertifications/FileNotaryDocuments/GetFormsAndFeeSchedule/Pages/default.aspx> ).
2. Obtain your Certificate of Good Standing by calling the Louisiana State Bar Office to obtain an original. (contact Sharon L. Lessing at (504) 619-0101) Once you obtain the certificate, you must submit your application to the Secretary of State within 30 days.
3. Fill out the Application to Qualify and send the application, certificate of good standing, and \$35 qualifying fee to Notary Division, P.O. Box 94125, Baton Rouge, LA 70804-9125.
4. Once application is accepted, you will be able to download the Oath of Office and Official Signature Page. Administer and Sign the Oath of Office with a licensed Louisiana Notary. (Call your law school, local bar office or known attorney/notaries as a source). The Oath of Office must be filed with the Secretary of State, with a duplicate copy filed with the parish clerk of court. Fill out the official signature page.
5. Send your Oath of Office and, signature page to the Secretary of State along with the \$35 commission fee.

Note: Credit card payments are subject to an additional statutory convenience fee of \$5.00.

### Questions with Application Process:

Phone: (225) 922-0507

Fax: (225) 932-5359

## SECRETARY OF STATE

The secretary of state is committed to providing programs that help the state's citizens better understand and take advantage of the services available to them.

**[www.sos.louisiana.gov](http://www.sos.louisiana.gov)**

### **Corporations Administrations/Legal Services**

Phone: (225) 925-4704

Fax: (225) 932-5317

Email: [legalservices@sos.louisiana.gov](mailto:legalservices@sos.louisiana.gov)

Visit this section for information on incorporating, forming a limited liability company, registering a partnership, filing a trade name, accessing information on entities already on file, or obtaining certificates and certified copies on existing entities. Good Standing Certificates are available through our online system.

### **Corporations Database**

Search the Corporations Database for business names, trademarks, registered agents and individual names. You can download and print Annual Report Forms or Reinstatement Forms.

### **Administrative Services**

The Administrative Services Section is responsible for Service of Process, Mineral Lease, Business Opportunity, Taxicab Owners, Political Subdivisions, Psychologists and Public Opinion Polls.

### **Uniform Commercial Code**

The Uniform Commercial Code allows for filing a financing statement (as public notice) which evidences that a debtor and secured party intend to engage in a secured transaction using the specified collateral as security. The filings protect the secured party's interest in the collateral. The UCC filings are for movable property only.

### **Elections**

Phone: (225) 922-0900

Fax: (225) 922-0945

Email: [elections@sos.louisiana.gov](mailto:elections@sos.louisiana.gov)

As chief elections officer, the secretary of state is responsible for qualifying certain candidates, overseeing the election, and tabulating and verifying the results. You may access the names of all the candidates on the candidate database and also find a listing of

all the elections by parish. Information is also provided on how to qualify to run for office and the dates of any upcoming elections.

**Notary**

Phone: (225) 922-0507

Fax: (225) 922-2650

Email: **notaries@sos.louisiana.gov**

The Notary Division maintains records of all commissioned notaries in Louisiana. This web site will guide you to any information you will need by selecting the appropriate category listed on the menu to the left.

The Notary Database will allow you to search for a Louisiana notary by name, zip code, notary identification number or bar roll number.

From acting as the keeper of the state's most precious memorabilia to overseeing elections and corporate filings, the secretary of state's office provides a large range of valuable services.

## DIVISION OF ADMINISTRATIVE LAW

The Division of Administrative Law (DAL) is an independent state agency which provides impartial judges to conduct fair and prompt hearings for persons affected by state agency actions. Its mission is to provide a neutral forum for handling administrative hearings for certain governmental agencies, with respect for the dignity of individuals and their due process rights.

There are numerous governmental agencies, boards, and commissions throughout Louisiana. Although each public body may conduct some form of administrative hearing, the agency that oversees the majority of disputes arising between state agencies and the citizens they regulate is the Division of Administrative Law.

An administrative hearing is a legal proceeding before an impartial administrative law judge designed to review a state or local agency decision. Each party to an administrative hearing has a right to present and question witnesses, and submit or challenge documents regarding the decision. The result of the proceeding is a decision to affirm, modify, or set aside the original agency decision.

The Division of Administrative Law's main office address is 654 Main Street in downtown [Baton Rouge](#). All case docketing is done through the Administrative Hearings Clerk's office located at the main office in Baton Rouge. The Main office is located near the corner of 7th Street and Main Street. Visitor parking is available in the back of the building, enter from 7th Street.

Below is a general listing of the various hearings held by the Division:

### Office of Governor

*Office of Financial Institutions* – license denials, suspensions or revocations & statute and rules violations, and civil money penalties for such violation concerning a variety of financial entities

### Department of Economic Development

Small & Emerging Business Certifications

### Department of Education

*Office of School and Community Support, Division of Nutrition Assistance* – Food and nutrition compliance hearings

### Department of Environmental Quality

*Permits* – air toxics, water toxics, water discharge, solid waste disposal, hazardous waste treatment, storage, and disposal facilities and *Violations of the Environmental Quality Act* – Asbestos, air emissions, lead based material abatement, water discharges, NORM, Inactive and abandoned sites, solid waste disposal, waste tires, promiscuous dumps, radioactive licensing, orders, underground storage tanks, oil spills, and laboratory certification

Department of Health and Hospitals

Water regulation, Sanitary Code violation and penalties, WIC vendors, recipients and contractors, Children's Special Health Services, Birth Certificate registry, Body art operations, permit fees, and license revocations

Department of Insurance

Limited line credit insurance, mergers/acquisitions, licensing, bail bond, fraud, market compliance, unfair trade practices, tax filing, regulatory compliance and professional employer organizations

Louisiana Office of Student Financial Assistance

Wage garnishments

Department of Natural Resources

*Office of Coastal Restoration Management* – Fishermen's gear funds claims; *Office of Conservation* – geothermal exploration, surface mining, permits to drill within 1500 feet of residence, Title 30 hearings on violations of law; and *Oyster Lease Damage Evaluation Board* hearings

Department of Public Safety

*Office of Motor Vehicles* – DWI driver's license suspensions, Disciplinary action license suspensions for students, financial responsibility- accidents where party at fault has no insurance, car insurance cancellation leading to car registration revocation, no evidence of insurance, commercial driver's license examiners' and testers' revocation, Failure to pay moving violations license revocations, moving violation habitual offender, 3 year license revocation, and safety inspection station; *Motor Vehicle Inspections* – licensing, revocation, suspension and fines of businesses and mechanics doing motor vehicle inspections; and *Transportation and Environmental Safety* – third party testers, any moving violations, Federal law regarding transportation of hazardous materials, Right to Know law, Storage and handling of explosives, truck safety violations, towing and recovery contract regulations, and concealed handgun permits

Office of State Fire Marshal

License fire sprinkler contractors, burglar alarm installers, fire hood extinguishing system installers, fire alarm installers, and amusement/fireworks permit violations

Department of Revenue & Taxation

*Charitable Gaming (Bingo)* – permits, revocations, suspensions or civil penalties

Office of Social Services

License suspensions for failure to pay child support, DSS licensing, Office of Family Support/Child Care Development, Individual and Family Grants, Louisiana Commission for the Deaf, Traumatic Head and Spinal Cord Trust Fund, Personal Care Attendant Program, Community and Family Support Programs, Interpreter Certification Board,

Child Care Licensing, Weatherization Program, Local Income Home Energy Assistance Program, and Emergency Shelter Grant Program

Office of Wildlife and Fisheries

Civil restitution for value of wildlife illegally taken and Louisiana Scenic Rivers Act

Division of Administration

Some procurement code issues

Boards, Commission, University & Other Governmental Agencies

Division has jurisdiction to conduct hearings as requested

Housing Authority of East B.R.

Section 8 low rent public housing program

Louisiana Housing Finance Agency

Low Income Housing Environmental Assistance (LIHEAD)- permit revocations, suspensions or civil penalties.

Division of Administrative Law Office Locations

Baton Rouge

654 Main St., Baton Rouge, LA 70802  
(225) 342-1800

New Orleans

Benson Tower  
1450 Poydras Street, Suite 732, New Orleans, LA 70112  
(225) 342-1800

Shreveport

401 Market Street, Suite 650, Shreveport, LA 71101  
(318) 676-5006

Lafayette

1010 Lafayette St., 2<sup>nd</sup> Floor, Lafayette, LA 70501

Monroe

122 St. John Street, Room 102, Monroe, LA 71201

Alexandria (Rapides Parish Courthouse)

Rapides Parish Courthouse,  
Courtroom No. 1, 6<sup>th</sup> Floor  
701 Murray St., Alexandria, LA 71301

Mandeville (LA State Police Troop L)

La. State Police Troop L

2600 N. Causeway Approach, Mandeville, LA 70448

Thibodeaux (Stark Municipal Complex)

1309 Canal Blvd., Thibodaux, LA 70301-5217

Lake Charles (Office of Motor Vehicle)

Office of Motor Vehicle

951 Main Street , Lake Charles, LA 70601

State Police Training Academy (Dept. of Public Safety)

7901 Independence Blvd., Baton Rouge, LA 70806-6409

Contact Information

Division of Administrative Law

654 Main Street, Baton Rouge, LA 70802

Post Office Box 44033

Baton Rouge, LA 70804-4033

P: (225) 342-1800

F: (225) 342-1812

website: <http://www.adminlaw.state.la.us>

Director of Division of Administrative Law

## PRO BONO

The Baton Rouge Bar Association offers many opportunities for young lawyers to volunteer their time and expertise to help those less fortunate. In addition, the Louisiana State Bar Association works closely with the BRBA and other local pro bono entities to provide similar services. Volunteering your time to any one of these programs or services is a rewarding experience and provides needed help to many people who otherwise could not afford it or have access to justice. These many opportunities are outlined below. We also provide you with some of the resources needed to perform these services.

### A. Voluntary Pro Bono Service

While pro bono service is not mandated for any lawyer licensed to practice in Louisiana, the Rules of Professional Conduct encourage it. Rule 6.1 – Voluntary Pro Bono Public Service provides:

Every lawyer should aspire to provide legal services to those unable to pay. A lawyer should aspire to render at least (50) hours of pro bono public legal services per year. In fulfilling this aspirational goal, the lawyer should:

- (a) provide a substantial majority of the (50) hours of legal services without fee or expectation of fee to:
  - (1) persons of limited means; or
  - (2) charitable, religious, civic, community, governmental and educational organizations in matters that are designed primarily to address the needs of persons of limited means; and
- (b) provide any additional services through:
  - (1) delivery of legal services at no fee or substantially reduced fee to individuals, groups or organizations seeking to secure or protect civil rights, civil liberties or public rights, or charitable, religious, civic, community, governmental and educational organizations in matters in furtherance of their organizational purposes, where the payment of standard legal fees would significantly deplete the organization's economic resources or would be otherwise inappropriate;
  - (2) delivery of legal services at a substantially reduced fee to persons of limited means; or

- (3) participation in activities for improving the law, legal system or the legal profession.

B. Bar Contacts

Baton Rouge Bar Association:

Robin Kay, Pro Bono Coordinator  
[robin@brba.org](mailto:robin@brba.org)  
(225) 214-5561

Caroline Cooper, Pro Bono Coordinator  
[caroline@brba.org](mailto:caroline@brba.org)  
(225) 214-5558

Lynn S. Hayes, Pro Bono Coordinator  
(225) 214-5564

Louisiana State Bar Association:

Monte Mollere,  
Access to Justice Director  
[mmollere@lsba.org](mailto:mmollere@lsba.org)  
(504) 619-0146

Nicole Louque  
Access to Justice Administrative Assistant  
[nicole.louque@lsba.org](mailto:nicole.louque@lsba.org)  
(504) 619-0106

C. BRBA Pro Bono Activities

The BRBA operates a number of different pro bono activities. The following is a partial list of those programs:

**Acceptance of pro bono cases** – Usually Domestic and nondomestic cases, the pro bono program screens and attempts placement of cases involving clients who cannot afford a lawyer. Most cases involve basic issues and limited time, but provide an invaluable service to a client who otherwise could not afford it. Pro bono workshops and CLEs are periodically offered to provide the basic information to attorneys so that they can accept and effectively handle these types of cases. Acceptance of these cases is also important because grant money for operation of the pro bono program is dependent on the placement of a sufficient number of pro bono cases. All cases are screened for case type, merit and financial eligibility prior to referral.

**Ask-A-Lawyer Workshops** – This is a monthly one-on-one question-and-answer session that usually takes place on Wednesdays or Saturdays at a public place, such as a library. It is sponsored by the Baton Rouge Bar Foundation Pro Bono Project. It allows the public to receive free legal advice and counseling. If interested in volunteering, contact the BRBA at (225) 344-4803.

**Thirst for Justice** - This is a legal clinic operated out of the St. Vincent de Paul shelter and administrative offices. It is a collaborative project that was originated by retired Judge Melvin Shortess. The clinic, is held on Wednesdays and Thursdays from 3 to 5 p.m., gives the underprivileged in the Baton Rouge community an opportunity to consult with an attorney. Both individuals and firms can volunteer their time, which normally lasts a couple of hours a day. If interested in volunteering, contact the BRBA at (225) 344-4803.

**Self Help Resource Center** -The Baton Rouge Bar Foundation Pro Bono Project coordinates the Self Help Resource Center. The Project staff collaborates with the East Baton Rouge Parish Family Court, Southern University Law Center, Louisiana State University Paul M. Hebert Law Center and Southeast Louisiana Legal Services to operate the SHRC from 10 a.m. to 2 p.m. on Tuesdays and Thursdays at the East Baton Rouge Parish Family Court. Four volunteer attorneys and eight law students are required to fulfill weekly shifts at the SHRC, which is open 12 months of the year. At Self Help, law students and staff meet one on one with pro se litigants to provide free information and court approved forms. Attorneys from all areas of practice are invited to volunteer. No legal advice is given at Self Help.

**Wills for Heroes** – The Young Lawyers Section of the Louisiana State Bar Association, in cooperation with the Baton Rouge Bar Foundation Pro Bono Project, sponsors the Wills for Heroes Program in Baton Rouge. Wills for Heroes is a national initiative that provides wills at no cost to first responders (law enforcement officers, fire fighters and EMS). Volunteer attorneys prepare notarial wills, powers of attorney and living wills at each event. Wills for Heroes events are held one to two times a year in Baton Rouge.

D. Louisiana State Bar Association Access to Justice

While the LSBA does not operate any pro bono programs, it does operate the Access to Justice Program, which works closely with and assists pro bono programs throughout the state. You can volunteer to do pro bono work at the LSBA website at [www.lsba.org/atj](http://www.lsba.org/atj) by completing the Access

to Justice Volunteer Form found under the Access to Justice Committee Listing.

E. Various Agencies

In addition to the BRBA's many programs, other pro bono services and agencies operate to provide legal services to the indigent. The LSBA works closely with many of them. Contact information for these many local services is provided below and you are encouraged to inquire directly to them regarding how you can volunteer:

**Southeast Louisiana Legal Services**

[www.slls.org](http://www.slls.org)

**BATON ROUGE OFFICE:**

715 St. Ferdinand St.  
Baton Rouge, LA 70802  
Phone: 225-448-0080 or Toll Free: 855-512-3980  
Fax: 225-383-1197

**COVINGTON OFFICE:**

2100 N. Highway 190, Suite B, Covington, LA 70433  
phone: (985) 893-0076 or toll free (800) 891-0076  
fax: (985) 893-6774  
Mailing address: P.O. Box 233, Covington, LA 70434

**HAMMOND OFFICE:**

1200 Derek Drive, Suite 100, Hammond, LA 70403  
phone: (985) 345-2130 or toll free (800) 349-0886  
fax: (985) 345-2686  
Mailing address: P.O. Drawer 2867, Hammond, LA 70404

**HOUMA OFFICE (serving Lafourche and Terrebonne Parishes):**

521 Roussell Street  
Houma, LA 70360  
Phone: 985-851-5687 or Toll Free: 800-256-1660  
Fax: (985) 851-5695

You can also access <http://www.probono.net/la/volunteer/> for more pro bono opportunities.

## **BRBA VOLUNTEER COMMITTEE**

The BRBA also organizes a Volunteer Committee comprised of lawyers interested in public service. The committee participates in numerous volunteer activities each year. Contact Carole McGehee (Carole@brba.org) for more information.

## **BRBA CASE REFERRAL SERVICES**

For younger attorneys looking for a way to build a client base, the Lawyer Referral and Information Service (LRIS) is an excellent opportunity to do that. Operated by the Baton Rouge Bar Association, this referral service matches potential clients with lawyers who are members of the service. While often times these clients are those whose cases were declined by other attorneys, some excellent cases are filtered through the service.

For a nominal fee, a lawyer subscribes to the service and selects the types of cases he/she would like to be referred. Periodically, the LRIS will call with basic information about a potential case and ask the lawyer whether they would like to set up an initial consultation. That lawyer can accept or decline the referral. If he/she accepts, the LRIS coordinates the scheduling of the initial consultation.

If the lawyer decides to take the case after the initial consultation, he/she is obligated to pay a referral fee to the LRS after its conclusion, if a fee is generated. There is no obligation to take a case, and cases are assigned on a random basis among the attorneys who subscribe to the service and practice in the area of law of the referred case. The benefit to the younger lawyer is another avenue for generating cases and repeat business.

For more information on the LRIS, contact the Lawyer Referral Coordinator at (225) 344-9926.

## **SERVE AS A CURATOR**

Another excellent opportunity for a young lawyer to get court time is to serve as a curator. As a curator, you are appointed by the Court to represent an unrepresented party in litigation. Usually, this involves representing a party in a family law case. Specifically, you are appointed by the Court and charged with attempting to locate your client when the opposing party cannot do so. Your attempts to locate your client, whether successful or not, are then reported by you to the Court so that the litigation can proceed. Usually, this happens when a spouse is seeking a divorce and must comply with service requirements to obtain a judgment against a party that cannot be located. However, other situations do arise which necessitate the need for a curator.

In exchange for your services as curator, you are paid a fee, which is generally a flat fee plus reimbursement of costs expended to locate your client.

If you have an interest in serving as a curator, it is recommended that you express your interest to a judge, whether family or civil. Most judges maintain a list of attorneys willing to serve as curators, and appointments are usually assigned randomly. The court might have additional requirements prior to serving as a curator.

## **Advice for Solo Practitioners and Small Firms**

### **Occupational Tax: General Information**

The Finance Department Revenue Division collects occupational license taxes from businesses located in East Baton Rouge Parish. New businesses must obtain their occupational license one month prior to opening their business. For more information, please go to <http://brgov.com/dept/finance/OLTpage.htm>.

The City of Baton Rouge and Parish of East Baton Rouge is committed to encouraging, supporting, and assisting new business development in the parish. Their website includes a checklist for starting a business that includes valuable information that many young lawyers can use. Please visit it at <http://brgov.com/dept/finance/checklist.htm>.

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