

# CLERK OF CIVIL DISTRICT COURT COVER SHEET

The civil cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law. This form, approved by the Judges of Civil District Court en banc is authorized for use by the Clerk of Court for the purpose of initiating the civil docket sheet. The plaintiff filing the suit must fill out this form.

PLAINTIFFS Name of first paintiff listed)

DEFENDANTS (Name of first defendant listed)

PARISH OF RESIDENCE OF FIRST LISTED PLAINTIFF

PARISH OF RESIDENCE OF FIRST LISTED DEFENDANT

PROBATE	CONTRACT	SPECIAL PROCEEDINGS	TORTS - PERSONAL INJURY	STATUS & DOMESTIC
__110 Simple Possession (no will) __115 Petition to Probate Will (with administration) __120 Petition to Probate Will (without administration) __125 Petition to Search for Will __130 Other	__210 Open Account __215 Breach of Contract __220 Suit on Note __225 Suit on Note with Foreclosure of Chattel Mortgage __230 Suit for Earned Wages __235 Suit for Accounting __240 Other	__310 Injunction __315 Declaratory Judgment __320 Judicial Review Zoning __325 Mandamus (non-real estate) __330 Election Suit __335 Minor's Settlement __340 Concurus __345 Petition for Discovery __350 Petition for Writ of Sequestration __355 Petition to Make Judgment Executory __360 Tax Suit __365 Petition to Become Notary __370 Other	__410 Motor Vehicle __415 Motor Vehicle - Product Liability __420 Product Liability - Other __425 Medical Malpractice __430 Premises (liability for conditions) __435 Marine __440 Intentional Tort __445 Defamation __ Other	__510 Separation __515 Divorce __520 Annulment __525 Custody (not filed with separation or divorce) __530 Disavowment of Paternity __535 Suit to Establish Paternity __540 Name Change __545 Emancipation __550 Interdiction __555 Commitment __560 Petition to Appoint Curator __565 Partition of Community (separate action) __570 Marital Agreement __575 Pet. to make Judgment Executory (domestic) __580 Other
<b>LABOR</b>		<b>IMMOVABLE PROPERTY</b>		
__610 Joint Petition for Workman's Compensation __615 Judicial Review __620 Workmen's Compensation __625 Other	__710 Suit on Note with Foreclosure of Mortgage __720 Suit to Rescind Sale or for Refund of Purchase Price __725 Suit for Specific Performance __730 Declaratory Judgment __735 Rent and/or Eviction __740 Expropriation __745 Mandamus to Cancel Mortgage __750 Other	<b>Check/Fill in if demanded in complaint:</b>		
		Check if this is a CLASS ACTION _____ under		Demand \$
		RELATED CASE (S) IF ANY		Other
		JUDGE _____		
		CASE NO. _____		
		CIVIL CASES ARE DEEMED RELATED IF PENDING CASE INVOLVES:		
		1. Property included in an earlier numbered pending suit 2. Same issue of fact or grows out of the same transaction 3. Validity or infringement of the same patent copyright or trademark		

**CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS**  
**STATE OF LOUISIANA**  
**421 LOYOLA AVENUE, ROOM 402**  
**NEW ORLEANS, LA**

No. \_\_\_\_\_

**COVERSHEET - ALL ACTIONS FOR DIVORCE OR ANNULMENT**

The petitioner is required to furnish this information to the Clerk of Court in accordance with LA R.S. 40:57.

HUSBAND'S INFORMATION

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Last Name	First Name	Second Name
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Race	Age	Number of This Marriage
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Usual Place of Residence:

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City or Town	Parish	State
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WIFE'S INFORMATION

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Maiden Name	First Name	Second name
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Race	Age	Number of This Marriage
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Usual Place of Residence:

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City or Town	Parish	State
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DIVORCE INFORMATION

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Place of This Marriage - City or Town	State
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Date of Marriage	Number of Children Under 10
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# CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS STATE OF LOUISIANA

No.: \_\_\_\_\_ Division: \_\_\_\_\_

versus

PARTY TO BE SERVED: \_\_\_\_\_

THROUGH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUITE/ROOM: \_\_\_\_\_

CITY: \_\_\_\_\_

SPECIAL SERVICE INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

DOCUMENT TYPE: \_\_\_\_\_

FILED BY ATTORNEY: \_\_\_\_\_ BAR NO. \_\_\_\_\_

DATE OF FILING: \_\_\_\_\_

ATTACHMENTS/EXHIBITS: \_\_\_\_\_

### RETURN FOR PERSONAL SERVICE

On the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_ served  
a copy of the within \_\_\_\_\_  
\_\_\_\_\_ On  
\_\_\_\_\_ in  
person \_\_\_\_\_

Return same day

Deputy Sheriff of Orleans Parish

**ENTERED**

PAPER

RETURN

SERIAL NO. /

DEPUTY /

PARISH

### DOMICILIARY SERVICE

On this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_ served  
a copy of the within \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_  
\_\_\_\_\_ by leaving same at \_\_\_\_\_ domicile or usual  
place of abode \_\_\_\_\_  
in the hand of \_\_\_\_\_  
a person of suitable age and discretion, residing  
therein as a member of \_\_\_\_\_ domiciliary  
establishment, whose name and other facts  
connected with this service I learned by interrogating  
the said \_\_\_\_\_  
the said \_\_\_\_\_ being  
absent from \_\_\_\_\_ domicile at time of said service.

Returned same day

Deputy Sheriff of Orleans Parish

### SHERIFF'S RETURN

CIVIL DISTRICT COURT  
STATE OF LOUISIANA  
CIVIL COURTS BUILDING  
421 LOYOLA AVE., ROOM 402  
NEW ORLEANS, LA

Case # \_\_\_\_\_

SECTION " \_\_\_\_\_ "

\_\_\_\_\_

v.

\_\_\_\_\_

Filed: \_\_\_\_\_

\_\_\_\_\_

Deputy Clerk

MOTION FOR EXTENSION OF TIME TO FILE RESPONSIVE PLEADINGS

NOW INTO COURT comes \_\_\_\_\_

made litigant (s) herein, and on suggesting to the Court that mover requires an additional time for further investigation. It is respectfully requested that the Court grant an additional \_\_\_\_\_ days in which to file responsive pleadings.

SIGNED: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY STATE ZIP

PHONE: \_\_\_\_\_

ORDER

IT IS ORDERED, ADJUDGED AND DECREED that the above signed litigant(s) be granted an additional \_\_\_\_\_ days in which to file responsive pleadings or until the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

\_\_\_\_\_

JUDGE



PART III:

FINANCIAL INFORMATION

10.  My pay changes considerably from month to month. (If you checked this box, each amount reported in item No. 10 should be your monthly average for the past 12 months.)

11. My monthly income:

- (a) My gross monthly pay is: \$ \_\_\_\_\_
- (b) My payroll deductions are: (state purpose and amount)
  - (1) \_\_\_\_\_ \$ \_\_\_\_\_
  - (2) \_\_\_\_\_ \$ \_\_\_\_\_
  - (3) \_\_\_\_\_ \$ \_\_\_\_\_
  - (4) \_\_\_\_\_ \$ \_\_\_\_\_My TOTAL payroll deduction amount is: \$ \_\_\_\_\_
- (c) My monthly take-home pay is: (a) minus (b): \$ \_\_\_\_\_
- (d) Other money I get each month is (Examples: workers compensation, Interest, Dividends, rent, Spousal Support, Child Support, Social Security, Retirement):
  - (1) \_\_\_\_\_ \$ \_\_\_\_\_
  - (2) \_\_\_\_\_ \$ \_\_\_\_\_
- (e) MY TOTAL MONTHLY INCOME IS: © plus (d): \_\_\_\_\_
- (f) The number of dependents, including me, supported by this money is: \_\_\_\_\_
- (g) My spouse's occupation and employer is: \_\_\_\_\_
- (h) My spouse's gross monthly income is: \$ \_\_\_\_\_

NOTE: If you answered item No. 10 and/or No. 11, attach a copy of your most recent paycheck or paystub, and if applicable, that of your spouse.

12.  I am represented in this case by a volunteer attorney (examples: NOLAC, Legal Aid, ProBono Project, Law School Clinic).

13.  My monthly expenses not already listed in item No. 11 above are:

- (a) Rent or house payments & maintenance: \$ \_\_\_\_\_
- (b) Food & household supplies: \$ \_\_\_\_\_
- (c) Utilities & telephone: \$ \_\_\_\_\_
- (d) Clothing: \$ \_\_\_\_\_
- (e) Laundry: \$ \_\_\_\_\_
- (f) Medical Expenses: \$ \_\_\_\_\_
- (g) Insurance (life, health, accident, etc.): \$ \_\_\_\_\_
- (h) School & child care: \$ \_\_\_\_\_
- (i) Child & spousal support: \$ \_\_\_\_\_
- (j) Transportation and/or auto expenses (insurance, gas, repair): \$ \_\_\_\_\_
- (k) Installment payments (state purpose and amount):
  - (1) \_\_\_\_\_ \$ \_\_\_\_\_
  - (2) \_\_\_\_\_ \$ \_\_\_\_\_
  - (3) \_\_\_\_\_ \$ \_\_\_\_\_
- (l) The TOTAL amount of monthly installment payments is: \$ \_\_\_\_\_
- (m) Other expenses (specify):
  - (1) \_\_\_\_\_ \$ \_\_\_\_\_
  - (2) \_\_\_\_\_ \$ \_\_\_\_\_
  - (3) \_\_\_\_\_ \$ \_\_\_\_\_
  - (4) \_\_\_\_\_ \$ \_\_\_\_\_
  - (5) \_\_\_\_\_ \$ \_\_\_\_\_
  - (6) \_\_\_\_\_ \$ \_\_\_\_\_

The TOTAL amount of other monthly expenses is: \$ \_\_\_\_\_

(n) MY TOTAL MONTHLY EXPENSES ARE (add (a) through (m)): \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Mover

14. I own or have an interest in the following property:

(a) Cash: \$ \_\_\_\_\_  
(b) Checking or savings accounts at any financial institution: \$ \_\_\_\_\_

(c) (1) \_\_\_\_\_ \$ \_\_\_\_\_  
(2) \_\_\_\_\_ \$ \_\_\_\_\_  
(3) \_\_\_\_\_ \$ \_\_\_\_\_

Cars, other vehicles and boat (list make and year of each) and estimated value:

(1) \_\_\_\_\_ \$ \_\_\_\_\_  
(2) \_\_\_\_\_ \$ \_\_\_\_\_  
(3) \_\_\_\_\_ \$ \_\_\_\_\_

(d) Real estate (list address, estimated fair market value, and equity of each property):

(1) \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
(2) \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
(3) \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

(e) Other property such as jewelry, furniture, furs, art, stocks, bonds, certificates of deposit, coin or stamp collections, U. S. Savings Bonds, annuities, IRA, etc.: \$ \_\_\_\_\_

15. \_\_\_\_\_ I have an interest in an estate or succession which may be or is opened and or an interest in other civil litigation. (State the name, court, and case number of all such matters.):

\_\_\_\_\_  
\_\_\_\_\_

16. \_\_\_\_\_ Other facts which support this application (describe unusual medicals, needs, expenses for recent family emergencies or other unusual expenses to help the Court understand your budget-, if more space is needed, attach a page labeled attachment 16.):

\_\_\_\_\_  
\_\_\_\_\_

**WARNING:** You must immediately tell the Court if you become able to pay court costs or fees in advance or as they accrue during this action. You may be ordered to appear in Court and answer questions about your ability to pay court costs and fees.

\_\_\_\_\_  
Signature of Mover

**STATEMENT OF ATTORNEY**

I, the undersigned attorney, duly admitted to practice in the State of Louisiana, do hereby declare and affirm that I have carefully reviewed the above and foregoing statement of my client and approve the client having submitted the same.

\_\_\_\_\_  
ATTORNEY'S SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
BAR NUMBER:

\_\_\_\_\_  
TEL. NO.:

NOTE: The "supporting affidavit" required to be submitted herein above must be that of a "pecuniarily disinterested" person. This precludes the participation of the attorney, and ordinarily precludes any member of the attorney's staff, or the spouse or minor child of the indigent declarant. An appropriate reprimand for improper use of this procedure may result in a monetary sanction.

**AFFIDAVIT OF MOVER**

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared,

\_\_\_\_\_  
who after being duly sworn, deposed and said that (he) (she) is the person who furnished the information contained in the above form; that (he) (she) has signed same; and that the information contained therein is true and correct; that this information is being furnished to the Orleans Parish Civil District Court for the purpose of obtaining an order to proceed in the above captioned lawsuit pursuant to LA C.C.P. Arts. 5181 et seq., and mover is prepared to appear in Court to give any information which may be desired in addition to the above. Mover further understands that the answers herein are continuous and if Mover ever acquires any assets described herein Mover will make the fact known prior to trial of this matter. Mover agrees to be further interrogated at any stage of these proceedings to inquire into Mover's financial condition. **Mover knows it is a crime to intentionally swear to a known false answer.**

SWORN TO AND SUBSCRIBED BEFORE ME,  
this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Mover

\_\_\_\_\_  
NOTARY PUBLIC

**AFFIDAVIT OF PERSON SUPPORTING MOVER'S PAUPER STATUS**

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared,

\_\_\_\_\_ who, being duly sworn, deposed and said:

That (he) (she) knows who is the mover in the above captioned matter and knows (his)(her) financial condition because:

\_\_\_\_\_  
(Basis of knowledge stated in detail.)  
\_\_\_\_\_

and (he) (she) family believes that (he) (she) is unable to pay costs in this cause in advance or as they accrue or to furnish security. (He)(She) knows that it is a crime to intentionally swear to what is known to be a false answer.

I HAVE READ THE ABOVE AFFIDAVIT

SWORN TO AND SUBSCRIBED BEFORE ME,

this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
PARTY SWEARING

\_\_\_\_\_  
NOTARY PUBLIC

**ORDER**

The foregoing motion, supporting affidavits and sworn facts considered, let Mover \_\_\_\_\_

be permitted to file all pleadings, appear in, and prosecute or defend in this action without prior payment of costs or as they accrue, and without giving bond for costs, as provided by laws of the State of Louisiana and particularly Louisiana Code of Civil Procedure, Articles 5181 et seq., as amended, pending further orders of this Court.

NEW ORLEANS, LOUISIANA, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
JUDGE

**PROCEDURES IN FORMA PAUPERIS**

*Section 1.* Before any judicial proceedings are permitted to be prosecuted or defended pursuant to Louisiana Code of Civil Procedure, Articles 5181, et seq. (Waiver of Costs for Indigent Party), the applicant and the affiant attesting to the applicant's inability to pay the costs of court, may be required to appear before the Judge assigned the case so that the Court may properly comply with C.C.P. art. 5183(2) by inquiring into the facts and satisfying itself that the applicant is entitled to the privilege.

*Section 2.* Should counsel for any litigant who has been permitted to prosecute or defend in forma pauperis desire to take action in the cause which would *increase the expense over and above those normally attendant to trial and appeal, such as, but not limited to, the taking of depositions* to be used in lieu of a witness' testimony or otherwise, counsel shall first present to the judge presiding over the Division to which the case was allotted, a motion which shall be tried contradictorily with the adverse party(ies) to the end that the actual necessity for same may be determined. The purpose of this section is to minimize the cost to the public or to the party who may ultimately be cast for cost but without in any way prejudicing such litigant's cause or rights accorded the litigant by Louisiana Code of Civil Procedure, Article 5181, et seq. If the purpose of the motion is to secure reporting services outside the courtroom, the Court, in its discretion, may furnish same utilizing a reporter on its staff.

*Section 3.* In the event a judicial proceeding is filed and sought to be prosecuted in forma pauperis and the court refuses to permit the applicant to so proceed, the court shall order that the applicant be allowed fifteen (15) days within which to advance the necessary costs and in default of same may dismiss, without prejudice, the proceeding. In the further event that an applicant does not within fifteen (15) days from date of denial *seek a hearing thereof*, the proceeding may be dismissed without prejudice upon ex parte motion of any party at interest.

*Section 4.* Any part or all of these procedures may be waived by the court when the applicant is in the custody of the Department of Corrections or is otherwise incarcerated. Such other or additional requirements for proceeding in forma pauperis may be

*Section 5.* This form shall be used in all paper proceedings filed after April 30, 1998. Prior to April 30, 1998, the previous forma pauperis affidavit provided by the Clerk of Court may be used in lieu of this form.

I certify that I have read the foregoing procedures, Sections 1 through 5.

\_\_\_\_\_  
SIGNATURE OF PARTY OR LAWYER