

STATE OF LOUISIANA
COURT OF APPEAL, THIRD CIRCUIT
RULES CHECK FOR WRITS

	A writ application requires an original + 3 copies	<u>Uniform Rule 4-1</u>
	Notice of intent filed within 30 days of ruling	<u>Uniform Rule 4-2</u>
	Request for return date within 30 days of ruling	<u>Uniform Rule 4-3</u>
	Signed return date order attached	
	Request for stay directed to trial court (if stay sought).	<u>Uniform Rule 4-4</u> (If emergency or expedited treatment or stay)
	Affidavit verifying service; service must be in similar manner to opposing counsel and respondent judge, including addresses and telephone numbers.	
	Affidavit verifying allegations of petition and service, listing all parties and who they represent	<u>Uniform Rule 4-5</u>
	Pages consecutively numbered, including exhibits (no tabs)	
	Bound at top margin by two-hole punch and ACCO fastener	
	Index (a); also list exhibits and page on which they begin	
	Jurisdictional statement (b)	
	Statement of the case (c)	
	Issues and questions (d)	
	Assignments or specifications of error, memorandum and prayer for relief (e)	
	Copy of judgment, order or ruling (f)	

	Copy of judge's reasons for judgment (g)	
	Copy of pleadings on which ruling was founded, including any opposition to those pleading (h)	
	Copy of petition and any supplemental and amending petitions.	
	Pertinent court minutes (i)	
	Notice of Intent/return date (j)	
	Notification of Status of Case - List in index, directing the court to the page on which the status can be found (pending motion dates and/or trial date)	<u>Internal Rule 14</u>
	<u>NOTE:</u> All exhibits should be presented in their original size. Do not shrink the legal documents into letter sized documents and do not use condensed versions of depositions. Also, if the document was at one time a legal document, enlarge it back to that size, don't just copy it back to a legal.	