

VS

Parish of _____; _____ JDC; _____ City Court; _____ OWC

Docket # _____ As listed on petition, or as changed on subsequent petitions—Front page of writ is not always correct.
(Docket number on Petition must match Judgment. If not, applicant required to send the petition that does)

IS IT BOUND (ACCO FASTNERS) Local Rule 22/Uniform Rule 4-5

NO MORE THAN 250 PAGES PER VOLUME Uniform Rule 4-5 W/ COVER PAGE ON EACH VOLUME

PAGES NUMBERED CONSECUTIVELY BEGINNING THROUGH END (EXHIBITS INCLUDED)
Uniform Rule 4-5

INDEX COMPLETE THROUGH EXHIBITS WITH PAGE #S ? Uniform Rule 4-5

STATUS OF THE CASE (any pending motion dates and/or trial date) Local Rule 12/Uniform Rule 4-5

CORRECT FONT AND DOUBLE SPACED Uniform Rule 4-8/Uniform Rule 2-12.2 & Local Rule 15

CORRECT PAGE LIMITATION Uniform Rule 4-8/Uniform Rule 2-12.2

ARE EXHIBITS PROPER SIZE – ORIGINAL FONT (no shrunk exhibits)

Electronic/Video Submitted Exhibits Local Rule 27

NOTICE OF INTENT/ORDER (written or in a transcript or minute entry) Uniform Rule 4-5

Party on Notice _____

File Date on Notice: _____ Extension Filed _____

JUDGMENT OR RULING COMPLAINED OF (this can be by transcript or a formal judgment) Uniform Rule 4-5

Date Judgment Signed _____ JUDGE: _____ Date Judgment Mailed _____

PERTINENT COURT MINUTES OR TRANSCRIPT Uniform Rule 4-5 Hearing Date: _____
Worker's Compensation Courts do not do minutes and if the applicant does not attach the transcript in lieu of this, we should not request the transcript from them because it holds up the completion of the writ

PLEADINGS ON WHICH THE JUDGMENT WAS FOUNDED, INCLUDING OPPOSITIONS Uniform Rule 4-5

PETITION, SUPPLEMENTAL AND AMENDING PETITIONS, ETC. Uniform Rule 4-5 – Must have this
whether it is relevant to issues of writ or not. Docket # listed on Petition

CERTIFICATE Uniform Rule 4-5 _____ judge _____ counsel _____ address _____ phone numbers
_____ who they represent by full name _____ fax number (if an emergency)

AFFIDAVIT OF CORRECTNESS Uniform Rule 4-5, verifying that all allegations are true and correct.

CERTIFICATION OF ATTACHMENTS Local Rule 28, certifies that all exhibits were presented into the record at lower court

IF IT IS HAND DELIVERED AND EXPEDITED CONSIDERATION REQUESTED, certificate must say it has been delivered in the same manner, at the same time, to opposing counsel and judge Uniform Rule 4-4

DOES IT HAVE MONEY – if not, must have pauper order or be **EXEMPT**

Return Date _____;

Postmark date _____

PM UPS FED EX HD EFILED

IF AN EXTENSION WAS RECEIVED.....

Initial Return Date Was _____