

**APPENDIX E: LOUISIANA COURT OF APPEAL, SECOND CIRCUIT WRIT APPLICATION INTAKE FORM
TO BE COMPLETED BY PARTY FILING APPLICATION**
Approved by Administrative Court Conference April 3, 2014

TYPE OF PLEADING: Civil Criminal Other (explain) _____

Expedited Consideration Requested? Yes No Stay Order Requested? Yes No

If yes, on what basis? _____

Pleading being filed By Attorney In Proper Person/Pro Se In Forma Pauperis (pauper order must be attached)

LOWER COURT INFORMATION

CASE TITLE: _____

Versus

Parish and Judicial District: _____ Docket No(s): _____

Trial/Ruling Judge: _____ Ruling Date: _____

What was the ruling of the trial court? _____

PRESENT CASE STATUS (please check all that apply)

Pretrial Post-trial/hearing Hearing or trial date and time: _____ Trial in progress

Bench trial Jury trial Stay by trial court? Denied Granted until _____

Lead counsel for Applicant

Lead counsel for Respondent

Name: _____

Name: _____

Firm Name: _____

Firm Name: _____

Address: _____

Address: _____

Phone No: _____ Fax No: _____

Phone No: _____ Fax No: _____

Email: _____

Email: _____

Bar Roll No: _____ Name(s) of party/parties represented: _____

Bar Roll No: _____ Name(s) of party/parties represented: _____

Attach a list of any additional counsel/pro se litigants, their addresses/contact information, and the parties they represent.

Have there been any previous filings, appeals or writ applications in this Court in this case? Yes No

If yes, explain: _____

PENDING CASE INFORMATION

Are there any appeals or writ applications related to the present matter currently pending before this Court? Yes No

If yes, provide the appellate court docket number, date of filing and name of filing party: _____

Would any of those pending matters impact the current filing or will the current filing impact any of the pending matters? Yes No

If yes, explain: _____

Has this pleading been filed simultaneously in any other court? Yes No

If yes, explain: _____

VERIFICATION

I hereby verify that the above information and all of the information contained in this application is true and correct to the best of my knowledge and that all relevant pleadings, rulings, and orders, as required by Uniform Rules 4-2, 4-3 and 4-5 of the Courts of Appeal are attached to this filing. I further certify that a copy of this application has been mailed or delivered to the respondent judge and to opposing counsel, and to any opposing party not represented by counsel. I understand that failure to comply with Uniform Rules 4-2, 4-3 and 4-5 of the Courts of Appeal may result in the refusal to consider or dismissal of my application. Pursuant to URCA Rule 4-5(D), I shall immediately notify the Court if any trial or hearing date is set or changes, or the need for expedited consideration changes due to settlement, continuance, or any other circumstance. **FAILURE TO NOTIFY THE COURT MAY SUBJECT ME TO PUNISHMENT FOR CONTEMPT OF COURT.**

DATE

PRINT NAME

SIGNATURE/BAR ROLL NO.