




COURT OF APPEAL, SECOND CIRCUIT
STATE OF LOUISIANA


Rule 13. WRIT INTAKE FORM

All original writ applications filed in this court shall include a completed writ application intake form. The writ application intake form is published in the Appendix E.

Adopted by Court Conference April 3 , 2014
Filed with the Clerk of Court April 9, 2014
Promulgated April 9, 2014, Effective April 9, 2014



Filed this 9th day of April, 2014
Lillian Evans Richie, Clerk of Court/Judicial Administrator



Promulgated this 9th day of April, 2014
Lillian Evans Richie, Clerk of Court/Judicial Administrator

**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

Name: _____
Firm Name: _____
Address: _____
Phone No: _____ Fax No: _____
Email: _____
Bar Roll No: _____ Name(s) of party/parties represented: _____

Lead counsel for Respondent

Name: _____
Firm Name: _____
Address: _____
Phone No: _____ Fax No: _____
Email: _____
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. _____