



COURT OF APPEAL, SECOND CIRCUIT WRIT DOCKETING PROCEDURE

The Second Circuit Court of appeal has nine judges. There are 84 possible three-judge panels for a nine judge court. Utilizing a master writ list of 84 possible panel compositions, the clerk or deputy clerk prepares an 84-week calendar in which a three-judge writ panel is assigned to sit each week. A first and second recusal judge is also assigned for each week. When a member of the panel is recused on a case assigned to the writ list, that judge's position is filled by the first recusal judge. If the first recusal judge is also recused or if two judges on the panel are recused, the second recusal judge can be assigned.

Writ applications are filed in the Clerk's Office and sent to Central Staff for a complete review and written recommendation for disposition. On Friday of each week, staff notifies the Clerk's Office of all items that are ready to be assigned to the following week's writ panel and forwards a list of the cases in chronological order. Referring to the 84-week writ calendar, the Clerk's Office assigns the panels of judges to the matters on the writ list. By random draw, one of the three judges is assigned the writing position on the first case on the list. The following primary assignments are made in rotating order of seniority. Recusal judges are

assigned on a rotating basis at the time the 84-week calendar is circulated. Great care is taken to assure that all judges serve equally as recusal judges. Each judge sits on a writ panel approximately 28 times over the course of 84 weeks.

Panel assignment information is deemed by the Court to be confidential until the opinion is rendered, in compliance with Code of Judicial Conduct, Canon 3A(6).

These procedures were adopted pursuant to this Court's Constitutional grant of authority under La. Const. Art. 5, §8(A), and in full compliance with the laws of the State of Louisiana. See La. R.S. 13:319, which provides in pertinent part that each civil and criminal proceeding and each application for writs shall be randomly assigned by the clerk. The Clerk and her deputies are sworn to support the constitution and laws of the United States and the constitution and laws of this state and to faithfully and impartially discharge and perform all of the duties incumbent on them.

Prepared by Lillian Evans Richie, J.D., Clerk of Court/Judicial Administrator 4/2018