

**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.