



**COURT OF APPEAL, SECOND CIRCUIT
STATE OF LOUISIANA**

CLERK'S OFFICE: HOW WE CAN HELP

We will help you if we can, and we will treat everyone equally. However, we are allowed by law to help you only in certain ways.

We Can

Answer general questions about how the court works

Provide you with contact information for legal services programs

Give you general information about court rules, terminology, procedures, and practices

Provide the court calendar and information on the procedures for making a filing or taking a writ or an appeal

Provide you with certain information about your case

Provide to you or refer you to court rules and the court's *Pro Se* Manual

Review your filings by checking for compliance with court rules, signatures, notarization, and trial court information

Make available the record of your case for your use in preparation of your filings

Answer general questions about court deadlines

Tell you what to expect if your case is argued in this court

Tell you whether or not an order has been issued and what the order is

We Cannot

Explain judicial decisions or let you speak to judges outside of the courtroom

Refer you to specific lawyers, contact programs or lawyers for you, or give answers that involve legal advice

Advise you as to how specific court rules and procedures may be applied to your case

Advise you whether you should make a filing or take a writ or an appeal, or give you an opinion about what will happen if you do so

Provide you with information that has been restricted by court order or law

Tell you how you should prepare your filings or complete for you any forms required by this court

Prepare or correct filings for you

Assist in or research the record for you or answer specific questions about the content

Calculate court deadlines for you

Tell you what to say in court

Interpret the court's orders, talk to the Judges for you, or change an order from the Judges

We want to respond with current and accurate information, but will not always have the answer to all questions about court rules, terminology, procedures and practices. When not certain of the answer, court staff has been instructed to offer our court's *Pro Se* Manual, suggest that you contact an attorney or direct you to the "Public Resources" tab on the Louisiana State Bar Association website: <https://www.lsba.org>. The Uniform Rules of the Courts of Appeal and the local rules of the Second Circuit can be found at this court's website: <http://www.la2nd.org/resources>.