

Janet T. Payne
Catahoula Parish Clerk of Court
7th Judicial District
301 Bushley Street, Room 101
P.O. Box 654
Harrisonburg, Louisiana 71340
(318) 744-5497
Fax: (318) 744-5488

INSTRUCTIONS FOR EVICTION NOTICE

NOTICE OF EVICTION

- Notice must be hand delivered to the lessee **OR** posted if the lessee is not at the residence. **BOTH NOTICES MUST BE FILLED OUT EXACTLY ALIKE.** You must bring a witness with you to the residence at the time of delivery or posting. You and the witness must sign both Notices as indicated. One Notice is for the lessee and one Notice is to be retained by you.
- If the lessee does not move out within the 5-day period, you will need to bring the Notice (that you retained) into our office and file it along with a **RULE TO EVICT.** You will also need to put up an advanced deposit of **\$200.00** when you file the Notice and Rule to Evict. If you are evicting more than one person from the residence, an additional **\$75.00** advanced deposit per person being evicted is required. The Judge will fix a Court date on the Rule to Evict. You must provide us with a physical address (no P.O. Box) for the Defendant(s) so the sheriff's office can serve him/her/them with the Rule to Evict.
- On the date of the Court hearing, you will need to bring the witness who went with you when you delivered the Notice to Evict, and both of you will have to testify. You must complete the Judgment form and take it with you to Court. At this time, you must ask the Court to cast costs of Eviction to the Defendant(s).
- If the Defendant(s) fails to move off of the premises within 24 hours after the Judgment is rendered, a warrant is issued to the Sheriff directing him to deliver the premises to the owner. The Sheriff then, in the presence of two witnesses, clears the premises of any property located thereon.
- All forms may be obtained from our office or printed from our website.

NOTICE OF EVICTION

Pursuant to Louisiana Code of Civil Procedure Article 4702, you are hereby
put on Notice to vacate the property owned by

within five (5) days from delivery of this Notice.

Should you fail to vacate within five (5) days, Court proceedings will be
instituted immediately to evict you from the premises.

Witness

Owner or Owner's Agent

Date

(Original to be posted or hand delivered)

NOTICE OF EVICTION

Pursuant to Louisiana Code of Civil Procedure Article 4702, you are hereby
put on Notice to vacate the property owned by

within five (5) days from delivery of this Notice.

Should you fail to vacate within five (5) days, Court proceedings will be
instituted immediately to evict you from the premises.

Witness

Owner or Owner's Agent

Date

(Copy to be Retained by Property Owner)

VS. NO. _____ DIV. "____"

7TH JUDICIAL DISTRICT COURT
PARISH OF CATAHOULA
STATE OF LOUISIANA

RULE FOR EVICTION AND POSSESSION OF PREMISES

On Motion of the Plaintiff named above, and on suggesting to the Court that the Defendant named above, as tenant, has been occupying the premises in Catahoula Parish located at _____ under a lease from mover, _____, which has now terminated. That mover caused a written Notice to Evict to be delivered to the Defendant(s) more than five (5) days ago, as is indicated by Exhibit "A", but that the Defendant has refused or failed to comply with this Eviction Notice.

IT IS ORDERED that the Defendant(s) show cause on the _____ day of _____, 20____ at _____ A.M. in the Catahoula Parish Courthouse Court Room why he/she should not be ordered to vacate the premises described above and to deliver possession thereof to the owner.

HARRISONBURG, LOUISIANA this _____ day of _____, 20____.

District Judge

Petitioner (sign)

Petitioner (print)

Address (mailing)

City, State, Zip Code

Telephone Number

Please Serve:

VS. NO. _____ DIV. "_____"

7TH JUDICIAL DISTRICT COURT
PARISH OF CATAHOULA
STATE OF LOUISIANA

JUDGMENT OF EVICTION AND POSSESSION OF PREMISES

The Rule issued herein at the instance of Plaintiff came up this day for trial. The law and evidence being in favor of Plaintiff for the reasons this day orally assigned.

IT IS ORDERED, ADJUDGED AND DECREED that the rule is made absolute, and that accordingly the Defendant(s), _____ is ordered to vacate the premises located at _____ in Catahoula Parish, Louisiana, and to deliver possession to the Plaintiff within twenty-four (24) hours of the rendition of this judgment.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that the Catahoula Parish Sheriff shall deliver possession of the premises to the Plaintiff if the Defendant(s) fails to deliver possession thereof to the Plaintiff within twenty-four (24) hours of the rendition of this judgment.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that the Defendant(s) is/are hereby cast with all costs of this proceeding.

HARRISONBURG, LOUISIANA this _____ day of _____,
20 _____ at _____ A.M.

7th Judicial District Judge