

Janet T. Payne
Catahoula Parish Clerk of Court
7th Judicial District
301 Bushley Street, Room 101
P.O. Box 654
Harrisonburg, Louisiana 71340
(818) 744-5497
Fax: (818) 744-5488

Clerk's Docket Cases

\$200.00 Advance Deposit

(1 Defendant)

\$75.00 Additional Defendants

1. Jurisdictional amount cannot exceed \$5,000.00, but this sum does not include interest, court costs, attorney fees or penalties by agreement or by law. (CCP article 4911)
2. Clerk has jurisdiction over:
 - a) Possession or ownership of movable property \$5,000.00 or less
 - b) Eviction of residential tenants or occupants regardless of the amount of monthly or yearly rent or rent for unexpired term of lease
 - c) Citation of occupants or tenants of commercial premises or farmland where the monthly amount of rental does not exceed \$5,000.00 regardless of the amount of rent due or the rent for the unexpired term. (CCP article 4912)
3. Citation issued in Clerk's docket case must have seal of office and it must state date of issuance, title of cause, name of person to whom addressed, title and location of court issuing it. It must state that person cited must file pleading within 10 days of service or default judgment may be obtained on individual or within 15 days if service is through secretary of state. (CCP 4919 and 4920)
4. If the defendant defaults by not filing an answer or does not satisfy the claim by paying the plaintiff, the plaintiff need not enter a preliminary default, but may obtain a final judgment by producing relevant and competent evidence. It may be submitted by Affidavit when the suit is based upon a suit on open account, promissory note, negotiable instrument or other conventional obligation. (CCP 4921)
5. If an answer is filed by the Defendant, it must be in writing, signed by the defendant and filed with the Clerk. The Clerk will send a copy of the answer to the plaintiff. The plaintiff may choose to proceed by asking that the matter be set for trial before the District Judge. A Motion and Order to Fix for Trial can be obtained from the Clerk. Both parties will be notified of the trial date by the Clerk.
6. Delay for appeal is 15 days from the date a written judgment is signed or from service of notice of judgment unless application is denied or from service of notice denying new trial when notice is necessary. Case is tried de novo on appeal and no further appeal is allowed. Only supervisory jurisdiction to appellate court is available. (CCP 4924 and 4925)
7. Clerk of Court has no jurisdiction (even if amount is \$5,000.00 or less) in cases involving:
 - a) Immovable property
 - b) Right to public office or position
 - c) Assertion civil or political rights under state or federal constitutions
 - d) Claims for Annulment of marriage, separation of property or alimony
 - e) Successions, interdictions, receiverships, liquidations, habeas corpus, quo warrant proceedings
 - f) State, parish, municipal or other political corporations as defendants
 - g) Executory proceedings
 - h) Adoption, tutorship, emancipation or partition proceedings
 - i) In rem or quasi in rem proceedings
 - j) Issuance of injunctive orders except to arrest the execution of its own writ

STATE OF LOUISIANA

PARISH OF CATAHOULA

BEFORE ME, the undersigned Notary Public, personally came and appeared:

_____ who after being duly sworn did depose:

That the hereto attached itemized statement is a true and correct statement of account, due and payable

TO:

FROM:

that this indebtedness is in the amount of:

_____ (\$ _____), DOLLARS and is long past due and all costs of court.

_____ **SWORN TO AND SUBSCRIBED** before me, this ____ day of _____, 20 ____.

Notary Public in and for _____ Parish, LA

VS. NO. _____

7TH JUDICIAL DISTRICT COURT
PARISH OF CATAHOULA
STATE OF LOUISIANA

MOTION AND ORDER TO FIX FOR TRIAL

Mover shows that an Answer was filed by the Defendant on _____.

Mover shows that this matter is ready for trial on the merits.

Wherefore, mover prays that this matter be fixed for trial.

Signature: _____

Company: _____

Address: _____

Phone #: _____

ORDER

Considering the foregoing motion, it is ordered that this matter is fixed for trial on the merits on the _____ day of _____, 20____, at 9:00 A.M.

SIGNED this _____ day of _____, 20____ in Harrisonburg, LA.

7TH JUDICIAL DISTRICT JUDGE

PLEASE NOTICE DEFENDANT:
