

# CLERK OF CIVIL DISTRICT COURT COVER SHEET

The civil cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law. This form, approved by the Judges of Civil District Court en banc is authorized for use by the Clerk of Court for the purpose of initiating the civil docket sheet. The plaintiff filing the suit must fill out this form.

PLAINTIFFS Name of first plaintiff listed)

DEFENDANTS (Name of first defendant listed)

PARISH OF RESIDENCE OF FIRST LISTED PLAINTIFF

PARISH OF RESIDENCE OF FIRST LISTED DEFENDANT

PROBATE	CONTRACT	SPECIAL PROCEEDINGS	TORTS - PERSONAL INJURY	STATUS & DOMESTIC
__110 Simple Possession (no will) __115 Petition to Probate Will (with administration) __120 Petition to Probate Will (without administration) __125 Petition to Search for Will __130 Other	__210 Open Account __215 Breach of Contract __220 Suit on Note __225 Suit on Note with Foreclosure of Chattel Mortgage __230 Suit for Earned Wages __235 Suit for Accounting __240 Other	__310 Injunction __315 Declaratory Judgment __320 Judicial Review Zoning __325 Mandamus (non-real estate) __330 Election Suit __335 Minor's Settlement __340 Concursus __345 Petition for Discovery __350 Petition for Writ of Sequestration __355 Petition to Make Judgment Executory __360 Tax Suit __365 Petition to Become Notary __370 Other	__410 Motor Vehicle __415 Motor Vehicle - Product Liability __420 Product Liability - Other __425 Medical Malpractice __430 Premises (liability for conditions) __435 Marine __440 Intentional Tort __445 Defamation __ Other	__510 Separation __515 Divorce __520 Annulment __525 Custody (not filed with separation or divorce) __530 Disavowment of Paternity __535 Suit to Establish Paternity __540 Name Change __545 Emancipation __550 Interdiction __555 Commitment __560 Petition to Appoint Curator __565 Partition of Community (separate action) __570 Marital Agreement __575 Pet. to make Judgment Executory (domestic) __580 Other
<b>LABOR</b>		<b>IMMOVABLE PROPERTY</b>		
__610 Joint Petition for Workman's Compensation __615 Judicial Review __620 Workmen's Compensation __625 Other	__710 Suit on Note with Foreclosure of Mortgage __720 Suit to Rescind Sale or for Refund of Purchase Price __725 Suit for Specific Performance __730 Declaratory Judgment __735 Rent and/or Eviction __740 Expropriation __745 Mandamus to Cancel Mortgage __750 Other	<b>Check/Fill in if demanded in complaint:</b>		
		Check if this is a CLASS ACTION _____ under		Demand \$
		RELATED CASE (S) IF ANY		Other
		JUDGE _____		
		CASE NO. _____		
		CIVIL CASES ARE DEEMED RELATED IF PENDING CASE INVOLVES:		
		1. Property included in an earlier numbered pending suit 2. Same issue of fact or grows out of the same transaction 3. Validity or infringement of the same patent copyright or trademark		

**CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS**  
**STATE OF LOUISIANA**  
**421 LOYOLA AVENUE, ROOM 402**  
**NEW ORLEANS, LA**

No. \_\_\_\_\_

**COVERSHEET - ALL ACTIONS FOR DIVORCE OR ANNULMENT**

The petitioner is required to furnish this information to the Clerk of Court in accordance with LA R.S. 40:57.

HUSBAND'S INFORMATION

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Last Name	First Name	Second Name
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Race	Age	Number of This Marriage
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Usual Place of Residence:

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City or Town	Parish	State
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WIFE'S INFORMATION

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Maiden Name	First Name	Second name
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Race	Age	Number of This Marriage
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Usual Place of Residence:

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City or Town	Parish	State
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DIVORCE INFORMATION

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Place of This Marriage - City or Town	State
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Date of Marriage	Number of Children Under 10
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**CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS  
STATE OF LOUISIANA**

No.: \_\_\_\_\_ Division: \_\_\_\_\_

\_\_\_\_\_ versus \_\_\_\_\_

PARTY TO BE SERVED: \_\_\_\_\_

THROUGH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUITE/ROOM: \_\_\_\_\_

CITY: \_\_\_\_\_

SPECIAL SERVICE INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

DOCUMENT TYPE: \_\_\_\_\_

FILED BY ATTORNEY: \_\_\_\_\_ BAR NO. \_\_\_\_\_

DATE OF FILING: \_\_\_\_\_

ATTACHMENTS/EXHIBITS: \_\_\_\_\_

**RETURN FOR PERSONAL SERVICE**

On the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ served  
a copy of the within \_\_\_\_\_  
\_\_\_\_\_ On  
\_\_\_\_\_ in  
person \_\_\_\_\_

Return same day

Deputy Sheriff of Orleans Parish

**ENTERED**

PAPER

RETURN

SERIAL NO. /

DEPUTY

PARISH /

**DOMICILIARY SERVICE**

On this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_ served  
a copy of the within \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_  
\_\_\_\_\_ by leaving same at \_\_\_\_\_ domicile or usual  
place of abode \_\_\_\_\_  
in the hand of \_\_\_\_\_  
a person of suitable age and discretion, residing  
therein as a member of \_\_\_\_\_ domiciliary  
establishment, whose name and other facts  
connected with this service I learned by interrogating  
the said \_\_\_\_\_  
the said \_\_\_\_\_ being  
absent from \_\_\_\_\_ domicile at time of said service.

Returned same day

Deputy Sheriff of Orleans Parish

**SHERIFF'S RETURN**

CIVIL DISTRICT COURT  
STATE OF LOUISIANA  
CIVIL COURTS BUILDING  
421 LOYOLA AVE., ROOM 402  
NEW ORLEANS, LA

Case # \_\_\_\_\_

SECTION " \_\_\_\_\_ "

\_\_\_\_\_

v.

\_\_\_\_\_

Filed: \_\_\_\_\_

\_\_\_\_\_

Deputy Clerk

MOTION FOR EXTENSION OF TIME TO FILE RESPONSIVE PLEADINGS

NOW INTO COURT comes \_\_\_\_\_

made litigant (s) herein, and on suggesting to the Court that mover requires an additional time for further investigation. It is respectfully requested that the Court grant an additional \_\_\_\_\_ days in which to file responsive pleadings.

SIGNED: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY STATE ZIP

PHONE: \_\_\_\_\_

ORDER

IT IS ORDERED, ADJUDGED AND DECREED that the above signed litigant(s) be granted an additional \_\_\_\_\_ days in which to file responsive pleadings or until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_

JUDGE