

# 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 |
| ATTORNEYS (Firm Name, Address, & Telephone No.) | <u>TO BE FILLED IN BY CLERK'S OFFICE</u>      |
|   | CASE NO. _____                                |
|   | DIVISION _____                                |
|   | JURY DEMAND _____ (yes or no)                 |

| PROBATE  | CONTRACT   | SPECIAL PROCEEDING   | TORTS- PERSONAL INJURY  | STATUS & DOMESTIC  |
|--|--|--|---|--|
| _____ 110 Simple Possession (No will)<br>_____ 115 Petition to Probate Will (with administration)<br>_____ 120 Petition to Probate Will (without administration)<br>_____ 125 Petition to Search for Will<br>_____ 130 Other | _____ 210 Open Account<br>_____ 215 Breach of Contract<br>_____ 220 Suit on Note<br>_____ 225 Suit on Note with Foreclosure of Chattel Mortgage<br>_____ 230 Suit for Earned Wages<br>_____ 235 Suit for Accounting<br>_____ 240 Other<br>_____ 245 Hurricane Litigation   | _____ 310 Injunction<br>_____ 315 Declaratory Judgment<br>_____ 320 Judicial Review Zoning<br>_____ 325 Mandamus (non-real estate)<br>_____ 330 Election Suit<br>_____ 335 Minor's Settlement<br>_____ 340 Concursus<br>_____ 345 Petition for Discovery<br>_____ 350 Petition for Writ for Sequestration<br>_____ 355 Petition to Make Judgment Executory<br>_____ 360 Tax Suit<br>_____ 365 Petition to Become Notary<br>_____ 370 Other | _____ 410 Motor Vehicle<br>_____ 415 Motor Vehicle-Product Liability<br>_____ 420 Product Liability-Other<br>_____ 425 Medical Malpractice<br>_____ 430 Premises (liability for condition)<br>_____ 435 Marine<br>_____ 440 Intentional Tort<br>_____ 445 Defamation<br>_____ 450 Other<br>_____ 455 Asbestos<br>_____ 460 Class Action | _____ 510 Separation<br>_____ 515 Divorce<br>_____ 520 Annulment<br>_____ 525 Custody (not filed with separation or divorce)<br>_____ 530 Disavowment of Paternity<br>_____ 535 Suit to Establish Paternity<br>_____ 536 Child Support<br>_____ 540 Name Change<br>_____ 545 Emancipation<br>_____ 550 Interdiction<br>_____ 555 Commitment<br>_____ 560 Petition to Appoint Curator<br>_____ 565 Partition of Community (separate action)<br>_____ 570 Marital Agreement<br>_____ 575 Pet. to make Judgment Executory (Domestic)<br>_____ 580 Other |
| <b>LABOR</b><br>_____ 610 Joint Petition for Workmen's Compensation<br>_____ 615 Judicial Review<br>_____ 620 Workmen's Compensation<br>_____ 625 Other  | <b>IMMOVABLE PROPERTY</b><br>_____ 710 Suit on Note with Foreclosure of Mortgage<br>_____ 720 Suit to Rescind Sale or for Refund of Purchase Price<br>_____ 725 Suit for Specific Performance<br>_____ 730 Declaratory Judgment<br>_____ 735 Rent and/or Eviction<br>_____ 740 Expropriation<br>_____ 745 Mandamus to Cancel Mortgage<br>_____ 750 Other | Check/Fill in if demanded in complaint:  |   |  |
| 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<br>2. Same issue of fact or grows out of the same transaction<br>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 |
|------|-----|-------------------------|

Usual Place of Residence:

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|              |        |       |
|--------------|--------|-------|
| City or Town | Parish | State |
|--------------|--------|-------|

WIFE'S INFORMATION

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|             |            |             |
|-------------|------------|-------------|
| Maiden Name | First Name | Second name |
|-------------|------------|-------------|

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|      |     |                         |
|------|-----|-------------------------|
| Race | Age | Number of This Marriage |
|------|-----|-------------------------|

Usual Place of Residence:

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|              |        |       |
|--------------|--------|-------|
| City or Town | Parish | State |
|--------------|--------|-------|

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 |
|------------------|-----------------------------|

# 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