

# **SELF-REPRESENTED LITIGANT**

## **RULE TO SHOW CAUSE**

### **This form is intended for litigants who:**

- ✓ Wish to rule a person into court to have a hearing on a particular matter.

### **Information you will need:**

1. Your case number and hearing information.
2. The exact name and address of the opposing party or the opposing party's counsel.

### **Instructions:**

These instructions are meant to guide you through the process of **asking the court to require another party to come to court for a hearing on a particular matter.**

This packet of forms is not legal advice and cannot take the place of the advice that a lawyer can give you. It is always best to speak with a lawyer before taking any legal action. **When you represent yourself in court, you must follow all the proper procedures and the law. It is your responsibility to see your case through the whole process.**

1. Be sure you have the correct form.
2. Read all instructions before you begin.
3. Fill in the blanks with 100% accurate information. *Any false statement made in court or written in a court document may constitute perjury.*
4. Check all options that pertain to your situation.
5. If you have trouble reading, writing, or understanding what is in this motion, seek help at the 25<sup>th</sup> Judicial District Clerk of Court's Office at 301 Main Street, Suite 108 in Belle Chasse, in the Government Annex Building, (504) 934-6610.

# 1 STEP ONE - THE RULE

*The first step is to fill out and file the “Rule to Show Cause” form with the attached “Order.” Read everything carefully, double check the information you fill in, and make sure you fill out the forms completely.*

These instructions will guide you through the Rule to Show Cause paragraph by paragraph.

- The top part of this form is your case information. There should already be a case open if you are trying to rule someone into court. You will have to get all of the case information from the Clerk’s office when you file it. The information that you put in this part must match the open case information. Leave this part blank for now if you are unsure.
- The beginning paragraph asks you to fill in your name and the parish and state where you permanently reside.
- Next, you must fill in the name of the party you are ruling into court.
- Next, tell the Court and other party why you are ruling them into court and your desired outcome (what you want).
- Next, you must sign and provide your name, address and telephone number under where it says “Respectfully submitted.”
- DO NOT fill in the portion where it says “Order”. The Court will fill this part out.

# 2 STEP TWO - FILING

*The next step is to take your papers to file with the Clerk of Court’s office.*

After you’ve filled out the “Rule to Show Cause”, you must file the document with the Clerk of Court’s office.

- You must go to 25<sup>th</sup> Judicial District Clerk of Court’s Office at 301 Main Street, Suite 108 in Belle Chasse, in the Government Annex Building. The office is open 8:30am – 4:30pm Monday through Friday, excluding legal holidays. For more information, you can call the Clerk of Court’s Office at (504) 297-5180.
- You must file the original forms that you filled out. It’s also a good idea to make 2 copies of your filled out forms and bring them with you. When you file the originals, ask the Clerk of Court’s office to stamp your copies for your records.
- The Clerk of Court’s office can also provide your case information, like the name of your case, your case number, and your division. Write this information down and keep it because you will need it to check the status of your case.
- Any time you file something with the Clerk of Court’s office, you will have to pay a filing fee, unless you have been granted pauper (IFP) status. There are different fees for

different documents. The Clerk of Court's office can tell you how much the fees are.

- If you cannot afford to pre-pay the costs, you may request to file as a pauper by checking the second box. You also have to fill out and file a separate "In Forma Pauperis" form, which you can get from the Self-Help Resource Center or the Clerk of Court's office. **\*IMPORTANT-** Pauper status doesn't make filing free, but only lets you go without paying in advance. You may have to pay court costs after the case is over.

Once you file your Rule with the Clerk of Court's office, it will take a little time for it to get to the judge's office. Once the judge signs it, the judge's office will send the Rule back to the Clerk of Court's office. Check with the Clerk's office 5 to 10 days after you file the Rule to find out what your court date will be. Please be patient because the court deals with a lot of matters.

After the judge signs the Rule and a court date is set, you must serve the defendant with the Rule. You are responsible for providing an accurate address for the defendant. You are responsible for the cost of service. A hearing cannot take place if the defendant is not properly served.

### **3 STEP THREE - COMING TO COURT**

*This is the final step in the rule. You will have to come to court to put on your case and explain to the judge why you ruled the other party into court.*

Be sure to bring any evidence or witnesses that will help you prove your case. Remember, it is your responsibility to show the court why you should get what you are asking for. You have to prove this in court using testimony from the witnesses and any documentary evidence proving your case.

Make sure you are present in the courtroom on the day and time that you were given by the court. Get to court early to allow time for traffic, parking, walking to the courthouse, and getting through security.

Go to the courtroom and wait quietly until your case is called. When your case is called, stand up and go forward. The judge will allow you to call your witnesses and testify first. The judge will also allow the other side to question you and your witnesses. Make sure to introduce any evidence that you brought with you when it's your turn.

The first court date that you will be assigned will be on a "Rule Day." On Rule Days, the court allows 30 minutes per case, with 15 minutes given to each side. If you cannot prove your case in that time, the court *may* schedule another trial date where you will have more time.

No cell phones are allowed in the courtroom. You must leave your cell phone in your vehicle.

25<sup>TH</sup> JUDICIAL DISTRICT COURT  
PARISH OF PLAQUEMINES  
STATE OF LOUISIANA

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

DIV. \_\_\_\_\_

STATE OF LOUISIANA

VERSUS

\_\_\_\_\_  
DEFENDANT

FILED: \_\_\_\_\_

DEPUTY CLERK: \_\_\_\_\_

**RULE TO SHOW CAUSE**

NOW INTO COURT comes \_\_\_\_\_ (your name)  
a person of the full age of majority and domiciled in \_\_\_\_\_ Parish,  
State of \_\_\_\_\_ (parish and state where you permanently reside) who respectfully represents  
that: \_\_\_\_\_, (name of the other party) should be  
ordered to show cause for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(Add additional pages if necessary.)

Respectfully Submitted:

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**ORDER**

Considering the foregoing rule, \_\_\_\_\_  
is hereby ordered to appear on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_ am/pm, to show cause.

Belle Chasse, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**JUDGE, 25<sup>TH</sup> JUDICIAL DISTRICT COURT**

**PLEASE SERVE:**  
\_\_\_\_\_(Name)  
\_\_\_\_\_(Address)  
\_\_\_\_\_  
\_\_\_\_\_(Phone Number)