

# **SELF-REPRESENTED LITIGANT**

## **PRO SE MOTION TO WAIVE, ENTER PLEA OF NOT GUILTY AND SET FOR TRIAL**

This form is intended for Pro Se defendants seeking to waive their appearance at arraignment, enter a plea of not guilty and set their matter for trial.

✓ Are 18 years or older

### **Instructions:**

1. Be sure you have the correct petition.
2. Fill in the blanks with 100% accurate information. *Any false statement made under oath contained in the foregoing petition may constitute perjury.*
3. Once completed, signed and notarized, bring all forms to 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 or Pointe-a-la-Hache Courthouse, 18055 Hwy 15, Pointe-a-la-Hache, LA 70082. The office is open Monday-Friday from 8:30am-4:30pm, and accepts both cash and checks. For more information, including fees, you can call (504) 934-6610.

### **What you will need:**

1. Your case number
2. The necessary court costs by cash or check.

TWENTY-FIFTH JUDICIAL DISTRICT COURT FOR THE PARISH OF PLAQUEMINES

STATE OF LOUISIANA

NO. \_\_\_\_\_

DIVISION "\_\_\_\_"

STATE OF LOUISIANA

VERSUS

\_\_\_\_\_

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

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

MOTION TO WAIVE, ENTER PLEA OF NOT GUILTY AND SET FOR TRIAL

On motion of undersigned mover and on suggesting to the Court that mover desires to waive his/her appearance and enter a plea of not guilty and set the above matter for trial.

Respectfully submitted,  
**IN PROPER PERSON**

\_\_\_\_\_  
(Mover's Signature)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ORDER

**IT IS ORDERED** that the Trial of this matter be set on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ in Pointe-a-la-Hache, Louisiana.

Pointe-a-la-Hache, Louisiana this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
JUDGE

**AFFIDAVIT**

BEFORE ME, personally came and appeared, \_\_\_\_\_ who declares that he/she is present and signed the affidavit to WAIVE his/her appearance for arraignments on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Defendant is aware that he/she has the right to be present at arraignment but expressly wishes to waive this right. Defendant is further aware he/she has the right to trial by jury or trial by a judge alone. Defendant is further aware that his/her failure to appear at trial is punishable as contempt of court and/or revocation of appearance bond.

Defendant's current address is \_\_\_\_\_ and phone number is \_\_\_\_\_.

\_\_\_\_\_, Defendant, SWORN TO AND SUBSCRIBED before me, notary, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WHEREFORE, defendant prays he/she be allowed to waive his/her presence at arraignment.

\_\_\_\_\_  
DEFENDANT

\_\_\_\_\_  
NOTARY PUBLIC

ORDER

The foregoing considered:

**IT IS ORDERED** that the defendant is allowed to waive his/her presence at arraignment.

Pointe-a-la-Hache, Louisiana this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
JUDGE

**PLEASE SERVE:**

Defendant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State of Louisiana  
District Attorney  
333 F Edward Hebert  
Bldg. 201  
Belle Chasse, LA 70037