

FORM G

_____ : FOURTEENTH JUDICIAL DISTRICT COURT
Vs. No. _____ Div. _____ HO _____ : PARISH OF CALCASIEU
_____ : STATE OF LOUISIANA
_____ :
FILED _____ DEPUTY CLERK OF COURT

HEARING OFFICER CONFERENCE ORDER

IT IS HEREBY ORDERED THAT, unless all outstanding issues have been resolved by a fully executed consent judgment previously filed in the record, the parties shall appear in person, with their respective attorney if represented, before the Hearing Officer, at Family and Juvenile Court, 1000 Ryan Street, North Annex, Lake Charles, Louisiana, on the _____ day of _____, 20 _____ at _____ .m.

IT IS FURTHER ORDERED that the parties or their attorneys shall complete and deliver to the Hearing Officer and each other simultaneously and in the same manner of delivery at least three (3) days before the Hearing Officer Conference, exclusive of holidays, the following documents:

- 1. A copy of the last two (2) years of their federal income tax returns, including all schedules, attachments, W-2 forms, 1099 forms and amendments. If tax returns were not filed for the last two (2) calendar years, all available documentation of income for the last two (2) calendar years shall be provided, including but not limited to W-2 forms, 1099 forms, K-1 forms, and year-end paycheck stubs showing year-to-date earnings for each of the two (2) previous calendar years, as well as any requests to the IRS for extensions to file.**
- 2. A copy of their last four (4) pay check stubs from all employers. If no pay check stubs are available, attach other proof of pay as well as all available information and documentation of any other income, including but not limited to salaries, wages, commissions, bonuses, dividends, severance pay, pensions, interest compensation benefits, basic and variable allowances for housing and subsistence from military pay and benefits, and spousal support received from a preexisting spousal support obligation.**
- 3. If they are unemployed, provide proof of unemployment benefits, unemployment insurance benefits, disaster unemployment assistance received from the United States Department of Labor, etc.**
- 4. If they are disabled, provide proof of disability with certified copies of medical records. Also include proof of all benefits such as social security, worker’s compensation, maintenance and cure, longshoreman and harbor worker’s benefits, etc.**
- 5. Any information and documentation of their expense reimbursements or in-kind payments received in the course of employment, self-employment, or operation of a business, if the reimbursements or payments reduce their personal living expenses. Such payments include but are not limited to payments for a company car, free housing or reimbursed meals.**

6. Any information on their health insurance, including proof of health insurance, such as insurance cards or policies, and the cost of the health insurance for each person covered.
7. Any information on day care costs for the child(ren), including proof of costs such as the daycare fee schedule, child care assistance received, and canceled checks for the last four (4) months, if available.
8. Any information on private or special schooling for the child(ren), including (a) proof of costs, such as a schedule indicating tuition, registration, books, and supply fees, and (b) canceled checks, if available.
9. Any information on extraordinary expenses (See La. R.S. 9:315.5 and 9:315.6) and extraordinary medical expenses for the child(ren), including proof of costs such as Explanation of Benefit (EOB) forms, and canceled checks, if available.
10. If they seek an adjustment to their average gross monthly income due to a court ordered obligation to pay child support in another case(s), provide a certified copy of the order of child support.
11. If they seek child support for a child that is 18 years of age or older, and is disabled, provide proof of disability with certified copies of medical records and proof of any income received for the benefit of the child, such as social security disability benefits.

IT IS FURTHER ORDERED that if a party is self-employed or employed by a closely held business entity in which they have an ownership interest, the party or their attorney shall deliver to the opposing party the following documents at least three (3) days, exclusive of holidays, before the Hearing Officer Conference or as otherwise ordered by the Court (La. R.S. 9:315.2 and 9:326):

1. The last three (3) personal and business state and federal income tax returns, including all attachments and all schedules, specifically Schedule K-1 and W-2 forms, 1099 forms, and amendments.
2. The most recent profit and loss statements, balance sheets, financial statements and quarterly sales tax reports.
3. The previous twelve (12) months of personal and business bank account check registers, bank statements, canceled checks, receipts, expenses, and business credit card statements.
4. A copy of any financial statements provided to a lending institution in the last three (3) years.

At the Hearing Officer Conference, each party must be prepared to support with documentation their respective positions with regard to the income of the party who is self-employed or who is employed by a closely held entity in which the party has an ownership interest.

IT IS FURTHER ORDERED that the parties or their attorneys shall execute and timely deliver the *Family Court Affidavit, Form N*, to the opposing party simultaneously and in the same manner of delivery at least three (3) days prior to the Hearing Officer Conference, exclusive of holidays. The original *Family Court Affidavit, Form N*, and all required attachments, shall be submitted to the Hearing Officer. All supporting documentation is to be brought to the Hearing Officer Conference. At the conclusion of

the conference, the Hearing Officer shall file the *Family Court Affidavit, Form N*, in the record.

IT IS FURTHER ORDERED that the documentation ordered to be produced herein and the information provided in the *Family Court Affidavit, Form N*, shall be true and correct to the best of the parties' knowledge, information and belief. Further, the parties shall immediately update the documentation and *Family Court Affidavit, Form N*, if any of the information changes prior to the Hearing Officer Conference or hearing before the Judge, and shall immediately correct any errors which are discovered after the affidavit has been completed. The amending party shall immediately file an amended affidavit and notify the opposing party of the update or errors by timely delivering an amended *Family Court Affidavit, Form N*, with updated documentation to the opposing party and to the Hearing Officer simultaneously and in the same manner of delivery, and to the Court prior to any scheduled hearing.

Lake Charles, Louisiana this _____ day of _____, 20_____.

JUDGE, 14th JUDICIAL DISTRICT COURT

IMPORTANT NOTICE:

FAILURE TO COMPLY WITH THE CONFERENCE ORDER MAY RESULT IN YOUR BEING FOUND IN CONTEMPT, YOUR CASE BEING DISMISSED, AN INTERIM ORDER OR DECISION BEING RENDERED AGAINST YOU BASED ON THE EVIDENCE PROVIDED, OR SUCH OTHER ACTION OR SANCTION AS THE COURT MAY DEEM APPROPRIATE PENDING COMPLIANCE WITH THIS ORDER.

IF YOU FAIL TO APPEAR AT THE HEARING OFFICER CONFERENCE, YOU WILL NOT RECEIVE A COPY OF THE HEARING OFFICER'S CONFERENCE REPORT AND YOU WILL NOT BE INFORMED OF WHEN THE FIVE (5) DAY DEADLINE TO APPEAL BEGINS.