

FORM B

Vs. No. _____ Div. _____ HO _____

FILED

: FOURTEENTH JUDICIAL DISTRICT COURT
: PARISH OF CALCASIEU
: STATE OF LOUISIANA
: _____
DEPUTY CLERK OF COURT

IMPORTANT NOTICE REGARDING YOUR CASE

If a *Hearing Officer Conference Order* has been issued in your case, you SHALL prepare and exchange with opposing counsel or party, the appropriate mandatory *Family Court Affidavit, Form N*, with required attachments, at least three (3) days, exclusive of legal holidays, prior to the Hearing Officer Conference. The original *Family Court Affidavit, Form N*, shall be submitted to the Hearing Officer, and a duplicate copy submitted to the opposing party or his/her attorney simultaneously, and in the same manner of delivery to the hearing officer.

You shall sign the *Family Court Affidavit, Form N*, under oath, certifying that the information contained therein and attached documents are complete, true and correct to the best of your knowledge, information and belief.

Failure to comply with the *Hearing Officer Conference Order* and/or submit the *Family Court Affidavit, Form N*, may result in 1.) you being found in contempt of court; 2.) you being sanctioned; 3.) your pleadings being dismissed, 4.) a temporary order being issued against you based on the evidence provided, 5.) modification of the retroactive date; or 6.) any other such action as the Hearing Officer may deem appropriate.

IF YOU FAIL TO APPEAR AT THE HEARING OFFICER CONFERENCE, YOU WILL NOT RECEIVE A COPY OF THE “HEARING OFFICER CONFERENCE REPORT”, NOR WILL YOU KNOW WHEN THE FIVE (5) DAY DEADLINE TO FILE AN APPEAL BEGINS TO RUN.

If you appeal the Hearing Officer’s Report, you must use *Form O, Appeal of Hearing Officer’s Report*. This form can be obtained from the Clerk of Court or at the Fourteenth Judicial District Family and Juvenile Court’s website 14jdc.org.

If you appeal the Hearing Officer’s Report, **YOU ARE RESPONSIBLE FOR OBTAINING THE COURT DATE ON WHICH YOUR APPEAL WILL BE HEARD.** You must obtain this date by providing an address on *Form O, Appeal of Hearing Officer’s Report*, OR by picking up a certified copy of your

Form O, Appeal of Hearing Officer's Report from the Clerk of Court located on the first floor of the Family and Juvenile Court Building, 1000 Ryan Street, North Annex, Lake Charles, LA. The Clerk of Court's telephone number is (337) 437-3550.

FAILURE TO APPEAR ON THE APPEAL DATE WILL CAUSE YOUR APPEAL TO BE DISMISSED AND THE HEARING OFFICER'S REPORT SHALL BECOME AN ORDER/JUDGMENT OF THE COURT.

If you settle the case, reconcile or want to dismiss your case, you must notify the office of the Hearing Officer and the Judge assigned to your case at (337) 437-3363.

**VERY IMPORTANT NOTICE
BE CERTAIN TO READ VERY CAREFULLY**

Children are not to be brought to the courthouse by parties or their witnesses. If a child is to be a witness in a proceeding, which requires permission from the Judge, the child shall not be brought to the courthouse until the Court calls for their testimony. If the child is enrolled in school, they are to remain in school until called by the Court.

**CHILDREN SHALL NOT BE ALLOWED IN THE COURTROOM
WITHOUT SPECIFIC PERMISSION OF THE JUDGE.**

Failure to comply with any of these rules regarding children in the courthouse and the courtroom may result in you being held in contempt of court or any other sanction deemed appropriate by the Court.