

**FORM Y**

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

**NOTICE OF ACCEPTANCE OF HEARING OFFICER CONFERENCE REPORT**

A Hearing Officer conference was held before Hearing Officer \_\_\_\_\_

on \_\_\_\_\_, \_\_\_\_\_, 20 \_\_\_\_\_.

A report of the Hearing Officer is NOT available at the conclusion of the conference.

A written report of the Hearing Officer will be available on the following ISSUE DATE:

**ISSUE DATE:** \_\_\_\_\_, by close of business at 4:30 p.m.

**YOUR 5 DAY DELAY TO FILE APPEAL OF THE REPORT BEGINS TO RUN THE DAY AFTER THIS ISSUE DATE [excluding weekends and legal holidays].**

**NOTE: IF YOU HAVE NOT RECEIVED THE HEARING OFFICER’S REPORT ON THE ABOVE DATE, YOU MUST CALL THE HEARING OFFICER TO NOTIFY HIM/HER THAT YOU HAVE NOT RECEIVED THE REPORT. YOUR TIME DELAY BEGINS TO RUN THE DAY AFTER THIS ISSUE DATE [excluding weekends and legal holidays] EVEN IF YOU HAVE NOT RECEIVED THE REPORT. IT IS YOUR DUTY TO DETERMINE WHY YOU HAVE NOT RECEIVED THE REPORT ON THE ABOVE ISSUE DATE.**

**I, PLAINTIFF, agree that I will accept legal service of the written report by:**

*[PLAINTIFF: Initial the appropriate lines on next page.]*

**I, DEFENDANT, agree that I will accept legal service of the written report by:**

*[DEFENDANT: Initial the appropriate lines on the next page.]*

**METHOD A: HAND DELIVERY**

	<p>Receiving from the Hearing Officer after the <b>ISSUE DATE</b> as indicated above. I will sign acceptance of the report at the Hearing Officer's office.</p>	
	<p>I agree that I am accepting this form of receipt, and give up my right to receipt by any other legal means.</p>	
	<p>I understand that my 5 day time delay to file an appeal of the Hearing Officer's Report begins <i>the day after the ISSUE DATE</i> (excluding weekends and legal holidays). This time delay is <b>NOT</b> affected by my failure to retrieve the report.</p>	

**METHOD B: ELECTRONIC**

	<p>Electronic transmission (email) to _____ [Email address].</p>	
	<p>Facsimile transmission to _____ [fax number].</p>	
	<p><b>OTHER METHOD:</b> _____</p>	
	<p>I understand that my 5 day time delay to file an appeal begins <i>the day after the above ISSUE DATE</i> (excluding weekends and legal holidays). This time delay is <b>NOT</b> affected by my failure to retrieve the report.</p>	
	<p>I agree that I am accepting this form of notification, I waive (give up) my right to receive the report by any other legal means.</p>	

**RESPONSE METHOD**

**I UNDERSTAND THAT I MUST NOTIFY THE HEARING OFFICER THAT I HAVE RECEIVED THE REPORT. I WILL RESPOND BY:**

<p><b>PLAINTIFF</b> <i>[check the appropriate space]</i>: I agree that I will provide a response to receiving the Hearing Officer's Report by:</p> <p>A. _____ electronic transmission (email) to the Hearing Officer's email address at _____; OR</p> <p>B. _____ facsimile transmission to the Hearing Officer at (337) 437-3390; OR</p> <p>C. _____.</p> <p><i>I understand that my failure to send my response, will NOT affect the 5 day time delay to file an appeal.</i></p> <p><b>I UNDERSTAND THAT I AM TO SEND TO THE HEARING OFFICER ONLY A NOTIFICATION THAT I HAVE RECEIVED THE REPORT; I CANNOT SEND ANY CONCERNS/COMPLAINTS/APPEALS TO THE HEARING OFFICER; ALL SUCH RESPONSES SHALL BE IGNORED.</b></p>
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<b>I UNDERSTAND IF I APPEAL, MY APPEAL MUST BE IN WRITING IN ACCORDANCE WITH FORM "O", FILED WITH THE CLERK OF COURT, ALL WITHIN THE 5 DAY TIME DELAY OF THE ISSUE DATE.</b>	
<b>PLAINTIFF: Signed on</b>  <hr/> <b>[date]</b>	<hr/> <b>[signature]</b>  <b>Print name:</b> _____  <b>Physical street address:</b> <hr/> <b>City, state, zipcode:</b> <hr/> <b>Telephone no.:</b> _____

<b>DEFENDANT</b> <i>[check the appropriate space]</i> : I agree that I will provide a response to receiving the Hearing Officer's Report by:	
<p>A. _____ electronic transmission (email) to the Hearing Officer's email address at _____; OR</p> <p>B. _____ facsimile transmission to the Hearing Officer at (337) 437-3390; OR</p> <p>C. _____.</p>	
<i>I understand that my failure to send my response, will NOT affect the 5 day time delay from the ISSUE DATE to file an appeal.</i>	
<b>I UNDERSTAND THAT I AM TO SEND TO THE HEARING OFFICER ONLY A NOTIFICATION THAT I HAVE RECEIVED THE REPORT; I CANNOT SEND ANY CONCERNS/COMPLAINTS/APPEALS TO THE HEARING OFFICER; ALL SUCH RESPONSES SHALL BE IGNORED.</b>	
<b>I UNDERSTAND IF I APPEAL, MY APPEAL MUST BE IN WRITING IN ACCORDANCE WITH FORM "O", FILED WITH THE CLERK OF COURT, ALL WITHIN THE 5 DAY TIME DELAY OF THE ISSUE DATE.</b>	
<b>DEFENDANT: Signed on</b>  <hr/> <b>[date]</b>	<hr/> <b>[signature]</b>  <b>Print name:</b> _____  <b>Physical street address:</b> <hr/> <b>City, state, zipcode:</b> <hr/> <b>Telephone no.:</b> _____

**APPEAL PROCEDURE**

1. WHEN YOU RECEIVE THE “**HEARING OFFICER REPORT**” ON THE ISSUE DATE, if you disagree with any “*Recommendation*”(s) or “**TEMPORARY ORDER**”(s) in the Hearing Officer’s “**HEARING OFFICER REPORT**” you MUST file an appeal with the clerk of court within five (5) days of:
  - If you received the report at the conclusion of the Hearing Officer conference: you have five (5) days beginning the day after the conference (and excluding any weekends and legal holidays).
  - If you did NOT receive the report at the conclusion of the Hearing Officer conference: you have five (5) days after the ISSUE DATE [excluding weekends and legal holidays].
2. All “**Stipulation**”(s) found in the “**HEARING OFFICER REPORT**” are a FINAL order/judgment of this Court and must be followed now.
3. If you choose to appeal, you must use “*Form O, Appeal of Hearing Officer’s Report*”. You can obtain a copy of this form 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, telephone number (337) 437-3550; OR going to the Court’s website at *14jdc.org*.
4. If you choose to appeal, you must complete “*Form O, Appeal of Hearing Officer’s Report*” and identify the specific provisions of the “**HEARING OFFICER REPORT**” that you want to appeal.
5. Once you complete “*Form O, Appeal of Hearing Officer’s Report*”, you must file the document with the Clerk of Court, 1000 Ryan Street, North Annex, Lake Charles, LA, telephone number (337) 437-3550.  
You must also provide a courtesy copy of your completed appeal to:
  - The Hearing Officer; and
  - The opposing party or his/her attorney,at the time of filing. Delivery to all must be by the same method, mail, hand delivery, etc. so that all receive the document at approximately the same time.
6. Once you have filed “*Form O, Appeal of Hearing Officer’s Report*” with the Clerk of Court, you must give the Clerk of Court some time to have the judge sign and provide a hearing date in the “*Form O, Appeal of Hearing Officer’s Report*”. You must obtain a *certified* copy of the completed “*Form O, Appeal of Hearing Officer’s Report*” with the Judge’s signature and hearing date contained therein, from the Clerk of Court. You can obtain a *certified* copy by either:
  - A. Returning to the Clerk of Court where you filed the “*Form O, Appeal of Hearing Officer’s Report*” and obtaining a *certified* copy, OR
  - B. Providing your address at the end of the “*Form O, Appeal of Hearing Officer’s Report*”. If you choose this method, the sheriff will hand deliver a *certified* copy to the address you have provided.
7. YOU ARE RESPONSIBLE FOR OBTAINING THE COURT DATE THAT THE JUDGE HAS PROVIDED IN THE *CERTIFIED COPY* OF “*Form O, Appeal of Hearing Officer’s Report*”.

**IF YOU FAIL TO APPEAR IN COURT ON THE DATE PROVIDED BY THE ASSIGNED JUDGE IN THE *CERTIFIED COPY* OF “*Form O, Appeal of Hearing Officer’s Report*”, YOUR APPEAL WILL BE DISMISSED AND ALL OF THE “*Recommendation*”(s) or “**TEMPORARY ORDER**”(s) IN THE “**HEARING OFFICER REPORT**” SHALL BECOME A FINAL**

**ORDER/JUDGMENT OF THIS COURT.**