

**COURT OF APPEAL
FOURTH CIRCUIT
STATE OF LOUISIANA**

NOTICE

THE FOURTH CIRCUIT GOES GREEN

Beginning with document scanning, e-mailing to server virtualization, and future e-filing, the Fourth Circuit is taking the necessary steps to begin contributing to the creation of a healthy, sustainable environment.

As part of this ongoing project, the court is making the following changes and additions to its local rules in order to begin the process of becoming a “paperless court”.

The following rule changes/additions are effective January 1, 2009:

Number of Briefs – Local Rule 2.

Each party shall file an original and 4 copies of the brief in civil cases and an original and 2 copies of the brief in criminal cases.

Number of Writs – Local Rule 22.

An application for writs of any kind, and all documents and exhibits in connection therewith, shall be filed in an original and 1 duplicate copy with the Clerk of the court, and shall not be considered by the court or any judge of the court unless it is properly filed with the Clerk. Emergency writs and writs requesting expedited consideration and all documents and exhibits in connection therewith, shall be filed in an original and 3 duplicate copies with the Clerk of the court.

Calendar of Assignments (Docket) – Local Rule 23.

The Clerk shall e-mail the calendar of assignments (docket) to all counsel of record not less than 30 days prior to the date fixed for the hearing of a case on the calendar. The Clerk shall fax this information to all counsel who have no e-mail address and mail via certified mail to all persons not represented by counsel. This docket shall also be posted on the court’s web site.

