

\_\_\_\_\_  
VERSUS  
\_\_\_\_\_

15<sup>TH</sup> JUDICIAL DISTRICT COURT  
DOCKET NO \_\_\_\_\_ SEC \_\_\_\_\_  
PARISH OF LAFAYETTE, LA

**HEARING OFFICER CONFERENCE ORDER**

In addition to and in conjunction with the order(s) signed by the Court herein on

\_\_\_\_\_.

**IT IS ORDERED** that the parties hereto and/or their respective counsel confer with each other for the purpose of attempting amicable settlement of the ancillary matters pending in this case.

**IT IS FURTHER ORDERED** that the parties or their respective attorneys shall execute, exchange and forward to the Hearing Officer and each other five (5) working days prior to the Intake Hearing Officer Conference the following documents:

1. **Hearing Officer Conference Mandatory Affidavits prepared in accordance with the Local Court Rules. Forms can be found at [www.15thjdc.org](http://www.15thjdc.org)**
2. **A current Income and Expense Declaration Statement prepared in accordance with the Local Court Rules.**
3. **The last two (2) years of their state and federal income tax returns, including all attachments, specifically all schedules, W-2 forms, 1099 forms and amendments.**
4. **The last four (4) pay check stubs. In the event no paycheck stubs are available, other appropriate documentation shall be attached.**
5. **Any information concerning health insurance, including proof of health insurance such as cards or policies and the cost of the health insurance.**
6. **Any information concerning day care costs, including proof of costs, such as the daycare fee schedule and canceled checks for at least four (4) months, if available.**

**IT IS FURTHER ORDERED** that if a party is self-employed or employed by a closely held business entity in which the party has an ownership interest, then ten (10) days prior to the Hearing Officer Conference that party shall submit to the opposing party in accordance with La. R.S. 9:315.2 and/or 9:326, suitable documentation, which shall include but is not limited to 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, the most recent profit and loss statements, balance sheets, financial statements and quarterly sales tax reports, and the previous twelve (12) months of personal and business bank account check registers, bank statements, canceled checks, receipts, expenses, and business credit card statements. Except for good cause shown, prior to the scheduled Hearing Officer Conference, counsel and/or the parties shall meet jointly, in person, to discuss 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. However, under no circumstances shall an attorney be compelled to meet with an unrepresented party. 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**, unless support, custody, visitation, use and occupancy of the family home and movables, contempt/attorneys fee matters for failure to pay support, or injunctive relief, have been agreed upon, the parties hereto shall appear, with or without their respective counsel, Before the assigned Hearing Officer, \_\_\_\_\_ in Lafayette, Louisiana on the date \_\_\_\_\_ the hour \_\_\_\_\_ Lafayette, Louisiana this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_:

\_\_\_\_\_  
DISTRICT JUDGE

## **IMPORTANT NOTICE REGARDING YOUR CASE**

Failure to comply with the Hearing Officer Conference Order may result in a delay in the scheduling of the rule and the entry of an interim order based on the evidence provided, or such other action, as the Court may deem appropriate pending compliance with this Order.

In the event this matter involves issues of custody and/or visitation and these matters are not resolved at the Hearing Officer Conference, you may be referred to mediation by the Hearing Officer.

All attorneys and unrepresented parties must bring their calendars to the intake conference to facilitate scheduling of future conferences and hearings. In the event of a settlement or dismissal of the above referenced matter, you must notify the office of the Hearing Officer immediately at (337) 269-5755.

### **NOTICE**

Pursuant to Local Court Rule 39.0, children under the age of twelve shall not be allowed in the courtroom without special permission of the Court. When a child is to be a witness in a proceeding, arrangements shall be made to have the children on stand-by, preferably at a location other than the Courthouse.

### **IMPORTANCE NOTICE REGARDING CUSTODY**

Because a rule for custody is before this Court, both parents are hereby ordered to attend the Family Tree sponsored program entitled, "TransParenting". A certificate of attendance shall be filed into the record **prior** to the scheduled rule.

Information regarding the schedule for this program can be obtained by calling:

**The Family Tree Parenting Center  
4540 Ambassador Caffery Parkway  
Lafayette, Louisiana 70508  
Telephone: (337) 981-2180**