



State of Louisiana

SIXTEENTH JUDICIAL DISTRICT COURT

FAMILY COURT

HEARING OFFICERS

PARISHES OF

PAUL A. LANDRY

IBERIA

MAGGIE TRAHAN SIMAR

ST. MARTIN

JILL DECOURT

ST. MARY

HEARING OFFICER CONFERENCES 16TH JUDICIAL DISTRICT/PARISH OF ST. MARTIN

Adopted: May 14, 2020 Judges Meeting

1. The Hearing Officer will follow directives of the Security staff upon entry including, but not limited to: not allowing persons diagnosed with COVID 19 or suffering from any of the symptoms (as directed by CDC or state/local directives).
2. The Hearing Officer conference may be conducted in satellite locations around the St. Martin Parish Courthouse, via computer stations using Zoom conferencing. Parties/attorneys must check in on the second floor Judge's Chambers. Please note: You are to "ring" the offices by pressing the intercom button to the RIGHT of the door. **NO ONE IS ALLOWED IN JUDGES CHAMBERS WITHOUT APPROVAL FROM JUDGES/HEARING OFFICER STAFF.**
3. If you have a Hearing Officer Conference, the secretary will tell you where your station is located. Once you are directed to your station, you will be met by the Hearing Officer, either via Zoom conferencing at the computer station or at the bench, if an in-person hearing is required. The Hearing Officer will then conduct your Hearing Officer Conference. At the conclusion of the Hearing Officer Conference, please go back to the Judge's Chambers, ring the buzzer, and someone will give you your documents to sign.
4. Please let the Hearing Officer know **3 days in advance** of your Hearing Officer Conference if you would like to be present via Zoom at your home or other off-site location. It is your responsibility to call the Hearing Officer at 337-394-6133 (Extension 2600) or via email at jbrignac@16jdc.org and let us know your phone number and email to allow Zoom set up. If you do not, and you are properly served, we will conduct the HOC without your presence, absent a reasonable objection. As a reminder, the Supreme Court has stated that "The consent for remote proceedings in civil matters shall not be unreasonably withheld by any party, which shall be enforced by the trial judge..."
5. If you would like an in-person Hearing Officer Conference, the Hearing Officer will have limited dates where courtrooms will be available. Thus, your Hearing Officer Conference may be set quickly. The Hearing Officer will ensure social distancing within the courtroom by placing the parties and attorney(s) at least six feet apart, with the Hearing Officer on the bench.

6. If you have a laptop computer that you can electronically sign the documents, please bring it with you to facilitate email correspondence and signatures.
7. While waiting for your Hearing Officer Conference, you may be asked to wait outside. Please be sure the secretary knows where you will be waiting.
8. If you are a self- represented litigant, bring your court papers with you to the Hearing Officer Conference so you can be easily identified by the security and/or Hearing Officer's staff.
9. Only the parties (plaintiff or defendant) or their attorney(s) will be allowed in the building. No witnesses, children, relatives or any other individuals are allowed. Although these rules are already a part of the local rules of the 16th Judicial District Family Court, they will be strictly enforced during the COVID-19 restrictions.