



**STATE OF LOUISIANA
JUSTICE OF THE PEACE COURT
ST BERNARD PARISH
JP 44 H**

CITATION – PAGE 2

*** * * ATTENTION * * ***
DEFENDANT(S) INSTRUCTIONS

Do not ignore these papers. If you do ignore these papers, the court may enter a default judgment against you. This means that the other party can legally garnish your wages or take your property.

1. FIRST DECIDE IF YOU WISH TO CONTEST THE CLAIM:

You should answer on the form provided for your answer, even if you feel you are the wrong defendant.

Your answer should contain every "defense" you have.

If you decide to contest this claim in the Justice of the Peace, Ward F you must contact the Justice of the Peace Ward F in writing **within ten (10) days, including weekends**, of receiving this citation. If you do not a default judgement may be entered against you.

2. DECIDE IF YOU WISH TO HIRE AN ATTORNEY TO REPRESENT YOU:

You can represent yourself and if the other party decides to have an attorney, you will be given an opportunity to secure an attorney if you desire to do so.

a. POSSIBLE DEFENSES INCLUDE:

- I. No jurisdiction or improper "venue" this has multiple factors involved and if you need assistance you should contact an Attorney.
- II. Contributory negligence (negligence on part of the plaintiff)
- III. Discharge in bankruptcy
- IV. Error or mistake.
- V. Previous compromises or payment of an obligation.
- VI. Excessive damage claimed.

b. If you have a claim of your own against the party suing you, **you may file a reconventional demand.** The plaintiff must be served with this "reconventional demand" prior to the trials. The defendant (plaintiff in reconvention) must pay a basic filing fee of \$50.00.

I. You will have the opportunity at trial to present your witnesses and evidence, and the opportunity to pose questions to your opponent(s). You may be asked to answer your opponent's questions. The procedure will be slightly less formal than an ordinary trial, with the judge asking questions to understand the case and ascertain that truth.

II. After all the evidence and testimony have been taken, the judge will announce the decision regarding which party has won the case and any award of relief.

There are times when the judge will not render a decision immediately after the trial but will take the matter "under advisement" to conduct research. You will be notified of each decision.

III. If you and your attorney do not agree with the decision made by the judge, you will have fifteen (15) days from the signing of the judgement, or from receipt of the judgement, if the case has been taken under advisement, to appeal your case.



STATE OF LOUISIANA
JUSTICE OF THE PEACE COURT
ST BERNARD PARISH
JP 44 H

STATEMENT OF CLAIM AND CITATION
R.S. 13:5200 et seq.

SUIT NUMBER: _____

PLAINTIFF

VERSUS

DEFENDANT

FULL NAME OF SUING PARTY



FULL NAME OF PARTY BEING SUED

STREET ADDRESS OF PLAINTIFF



NAME OF OWNER IF SUING A COMPANY

CITY, STATE, ZIP CODE



STREET ADDRESS OF DEFENDANT

DAYTIME PHONE



CITY, STATE, ZIP CODE

DAYTIME PHONE



OTHER ADDRESS FOR DEFENDANT



CITY, STATE, ZIP CODE

PLAINTIFF CLAIMS THE FOLLOWING RELIEF FROM THE DEFENDANT (Short Statement of Plaintiff's claim and reasons.) If claim is for money, state the date and way indebtedness arose. If claim is for movable property, give description, location, and value. Attach copies of any written supporting documents.

Amount sued for \$ _____ plus legal interest and court costs.

(If additional space is needed, complete Attachment – Page 7.)

NOTICE TO ALL PARTIES: During the pendency of this lawsuit, the Court will contact you at the above address and phone number that you have provided. If either address or phone number should change, you must notify the Court immediately. Citation Continued on page 2.

FILED: _____

SIGNATURE OF PLAINTIFF If there

is an attachment, check here?

**Judge Charles D. Jackson ,
Justice of the Peace, Ward F
St. Bernard Parish.**

504-609-7509



**STATE OF LOUISIANA
JUSTICE OF THE PEACE COURT
ST BERNARD PARISH
JP 44 H**

SERVICE RECEIPT RETURN TO THE COURT

SUIT NUMBER : _____

R.S. 13 :5200 et Seq.

PLAINTIFF

VERSUS

DEFENDANT

FULL NAME OF SUING PARTY

STREET ADDRESS OF PLAINTIFF

CITY, STATE, ZIP CODE

DAYTIME PHONE

★
★
★
★
★
★

FULL NAME OF PARTY BEING SUED

NAME OF OWNER IF SUING A COMPANY

STREET ADDRESS OF DEFENDANT

CITY, STATE, ZIP CODE DAYTIME PHONE

OTHER ADDRESS FOR DEFENDANT

CITY, STATE, ZIP CODE

PERSONAL

I served the original citation and process and certified copy of any accompanying document on the _____ day of _____, 20____ on the within named, _____, in the Parish of _____, State of La., by tendering same to or the agent/atty., _____

in **PERSON** at _____

Constable

DOMICILIARY

I served the original citation and process and certified copy of any accompanying document on the _____ day of _____, 20____ on the within named, _____, at his dwelling, house, or usual place of **DOMICILE** at

by leaving same with _____

a person of suitable age and discretion residing therein as a member of within named person's domiciliary establishment.

Constable

DUE AND DILIGENT

I received the original citation and process and certified copy of any accompanying document on the _____ day of _____, 20____. After diligent search and inquiry, I was unable to find the within named, _____, at his domicile, or anyone legally authorized to represent him.

I, therefore, return original citation and process **NOT SERVED** on this _____ day of _____, 20____ because _____

Constable

Service Fee \$ _____

TOTAL \$ _____



**STATE OF LOUISIANA
JUSTICE OF THE PEACE COURT
ST BERNARD PARISH
JP 44 H**

SERVICE RECEIPT RETURN TO THE COURT

SUIT NUMBER : _____

R.S. 13 :5200 et Seq.

PLAINTIFF

VERSUS

DEFENDANT

FULL NAME OF SUING PARTY

STREET ADDRESS OF PLAINTIFF

CITY, STATE, ZIP CODE

DAYTIME PHONE



FULL NAME OF PARTY BEING SUED

NAME OF OWNER IF SUING A COMPANY

STREET ADDRESS OF DEFENDANT

CITY, STATE, ZIP CODE DAYTIME PHONE

OTHER ADDRESS FOR DEFENDANT

CITY, STATE, ZIP CODE

PERSONAL

I served the original citation and process and certified copy of any accompanying document on the _____ day of _____, 20____ on the within named, _____, in the Parish of _____, State of La., by tendering same to or the agent/atty., _____

in **PERSON** at _____

Constable

DOMICILIARY

I served the original citation and process and certified copy of any accompanying document on the _____ day of _____, 20____ on the within named, _____, at his dwelling, house, or usual place of **DOMICILE** at _____

by leaving same with _____

a person of suitable age and discretion residing therein as a member of within named person's domiciliary establishment.

Constable

Service Fee \$ _____

TOTAL \$ _____

DUE AND DILIGENT

I received the original citation and process and certified copy of any accompanying document on the _____ day of _____, 20____. After diligent search and inquiry, I was unable to find the within named, _____, at his domicile, or anyone legally authorized to represent him.

I, therefore, return original citation and process **NOT SERVED** on this _____ day of _____, 20____ because _____

Constable



STATE OF LOUISIANA
JUSTICE OF THE PEACE COURT
ST BERNARD PARISH
JP 44 H

SUIT NUMBER: _____

PLAINTIFF

VERSUS

DEFENDANT

FULL NAME OF SUING PARTY



FULL NAME OF PARTY BEING SUED

STREET ADDRESS OF PLAINTIFF



STREET ADDRESS OF DEFENDANT

PLAINTIFF CITY, STATE, ZIP CODE



DEFENDANT CITY, STATE, ZIP CODE

PLAINTIFF PHONE



DEFENDANT PHONE

DEFENDANT'S ANSWER

THIS FORM MAY BE USED TO NOTIFY THE JUSTICE OF THE PEACE WHETHER OR NOT YOUR INTEND TO CONTEST THE PALINTIFF'S CLAIM. CHECK THE STATEMENT BELOW THAT APPLIES AND OR PROVIDE NARRATIVE ANSWER IN THE SPACE PROVIDED BELOW:

_____ 1. I do not owe the Plaintiff any part of what he/she claims; or

_____ 2. I owe the Plaintiff only part of what he/she claims; or

_____ 3. I owe the Plaintiff what he/she claims and waive any further appearance and/or delays and consent to judgment against me in the amount sought.

DATE:

SIGNATURE:

PHONE:

ADDRESS:

NOTICE TO ALL PARTIES: During the pendency of this lawsuit, the Justice of the Peace will contact you at the above address and phone number you have provided. If either address or phone number should change, you must notify the Justice of the Peace immediately

PLEASE RETURN ANSWER TO THE ABOVE ADDRESS OF THE COURT



STATE OF LOUISIANA
JUSTICE OF THE PEACE COURT
ST BERNARD PARISH
JP 44 J

SUIT NUMBER: _____

STATEMENT OF CLAIM AND CITATION (ATTACHMENT)

R.S. 13:5200 et seq.

PLAINTIFF

VERSUS

DEFENDANT

FULL NAME OF SUING PARTY



FULL NAME OF PARTY BEING SUED



NAME OF OWNER IF SUING A COMPANY



FILED: _____

SIGNATURE OF PLAINTIFF

Judge Charles D. Jackson ,
Justice of the Peace, Ward F
St. Bernard Parish.
504-609-7509



STATE OF LOUISIANA
JUSTICE OF THE PEACE COURT
ST BERNARD PARISH
JP 44 H

STATEMENT OF CLAIM AND CITATION (ATTACHMENT)

R.S. 13 :5200 et Seq.

SUIT NUMBER : _____

PLAINTIFF

VERSUS

DEFENDANT

FULL NAME OF SUING PARTY



FULL NAME OF PARTY BEING SUED



NAME OF OWNER IF SUING A COMPANY



FILED: _____

SIGNATURE OF PLAINTIFF

Judge Charles D. Jackson ,
Justice of the Peace, Ward F
St. Bernard Parish.
504-609-7509