

STATE OF LOUISIANA  
PARISH OF CADDO  
FIRST JUDICIAL DISTRICT COURT

The judges of the First Judicial District Court, in light of the recent public health issues arising from the spread of COVID-19 throughout the world, and in recognition that there have been documented cases within the state of Louisiana, are issuing the following order to safeguard public health while respecting the rights of litigants and provide the greatest possible access to the courts during this event. The Governor has declared a public health emergency and the Chief Justice of the Louisiana Supreme Court has recommended that courts “restrict court settings to emergency and time-sensitive settings.” The Governor has issued further proclamations suspending time limitations under law.

Therefore, effective March 24, 2020, and lasting through and including April 10, 2020 the following orders are in place IN ADDITION TO THIS COURT’S ORDER OF APRIL 10, 2020 AND THE ORDERS OF THE GOVERNOR AND SUPREME COURT OF LOUISIANA:

- COURTHOUSE HOURS and ACCEPTANCE OF COURT FILINGS: In recognition of the health concerns of maintaining a full staff at all normal operating hours, the Court finds that it is unsafe for the Clerk of Court to perform their official duties and for the general public to conduct business with the clerk’s office at full capacity and normal hours;
- THEREFORE, the Clerk of Court for the First Judicial District is hereby granted approval and is authorized to order the closing of his office from 1.p.m. until 5p.m. each day. Pursuant to La. R.S. 1:55(E)(2)(3), all days or parts of days of closure of said clerk’s office are deemed legal holidays.
- The Chief Judge may designate other hours of operations by written order.
- All restrictions for entering the courthouse for filings remain in place.
- No persons other than judges and their immediate and authorized staff shall be permitted to enter the courthouse outside of those hours except that on Thursday, March 26, 2020, the courthouse shall remain open until the conclusion of all protective order hearings previously set by order of this court.

This order shall be posted on the website of the Clerk of Court and distributed to regional media outlets upon approval.



Robert Waddell, Chief Judge