

ADDITIONAL INFORMATION
(Service fees are in addition to required filing fees)

1. All payments to the East Baton Rouge Parish Sheriff's Office (EBRPSO), Secretary of State (SOS), or other outside agencies must be made by check or money order – CASH PAYMENTS NOT ACCEPTED.
2. Any SERVICE, except small claims suits, on the SECRETARY OF STATE, requires a \$50.00 check made payable to the SECRETARY OF STATE **and** a separate check in the sum of \$39.36 made payable to EBRPSO.
3. SERVICE by the Constable's Office of Small Claim citations within the city limits of Baton Rouge requires a \$10.00 service fee.
4. Any SERVICE outside of the city limits, but within East Baton Rouge Parish requires a check made payable to EBRPSO. Please contact the Clerk's Office for service fee information, as fees vary according to zip code.
5. Any SERVICE outside of East Baton Rouge Parish requires a \$60.00 service fee, except for certain parishes which require a check made payable to that parish. Please contact the Clerk's Office for the service fee information.
6. Any SERVICE of a Writ, regardless of servicing area, may require a deposit in addition to the service fee. Please contact the Clerk's Office for required deposit and/or service fee information.
7. Please note that fees are subject to change for any Constable or Sheriff's Office.
8. You must supply us with all service copies and return copies or you will be charged for copies at our current copy rate. (See reverse)

BATON ROUGE CITY COURT

233 St. Louis Street
Baton Rouge, LA 70802
Phone (225) 389-3017
Fax (225) 389-5260

www.brla.gov/City-Court

CIVIL COURT COSTS SCHEDULE

EFFECTIVE JULY 1, 2018



This schedule is adopted in accordance with LSA R.S. 13:2002B; 13:1910; 13:1885; 13:10.3; 13:2002.24
 ** THE FOLLOWING COSTS/FEEs SHALL BE PAID TO THE CLERK OF COURT AT THE TIME OF FILING OF THE PLEADING SPECIFIED. IN ALL INSTANCES, THE AMOUNT PROVIDED FOR IS NOT A DEPOSIT, BUT IS A NON-REFUNDABLE FILING FEE.

** Checks or Money Orders for filing fees should be made payable to Baton Rouge City Court. VISA, Mastercard, Discover, and American Express also accepted.

NEW SUITS/INCIDENTIAL DEMANDS

<u>FILING</u>	<u>REQUIRED FEE</u>	<u>ADDITIONAL FEE (*)</u>
Each Filing Listed Below	\$ 200.50 (1 defendant)	\$30.00 per add'l def.
New Suit		
Answer and/or Reconventional Demand		
Answer and/or Third Party Demand		
Cross Claim		
Intervention		
Executory Process - (Writ of Seizure and Sale)		
Sequestration		
Writ of Injunction		
Temporary Restraining Order	\$200.50 - (Separate filing required for each add'l def.)	

SPECIAL PROCEEDINGS

<u>FILING</u>	<u>REQUIRED FEE</u>	<u>ADDITIONAL FEE (*)</u>
Petition to make Judgment Executory	\$225.00 (1 defendant)	\$ 30.00 per add'l def.
Petition for Garnishment	\$200.00 (includes \$15.00 for attorney answering interrogatories)	
Petition for Deficiency Judgment	\$145.00 (1 defendant)	\$ 30.00 per add'l def.
(following Seizure and Sale under executory process)		
Petition for Nullity of Judgment	\$145.00 (1 defendant)	\$ 30.00 per add'l def.

MOTIONS, RULES, HEARINGS & OTHER PROCEEDINGS

<u>FILING</u>	<u>REQUIRED FEE (*)</u>	<u>ADDITIONAL FEE (*)</u>
Motion/Petition to Revive Judgment	\$125.00 (1 defendant)	\$30.00 per add'l service
Judgment Debtor Rule	\$100.00 (1 defendant)	\$30.00 per add'l service
Motion for Summary Judgment	\$100.00 (1 defendant)	\$30.00 per add'l service
Motion/Petition for New Trial	\$100.00 (1 defendant)	\$30.00 per add'l service
Each Filing Listed Below	\$70.00 (1 defendant)	\$30.00 per add'l service
Reissue Citation and Petition		
Request for Admission of Facts and/or Interrogatories to be served		
Supplemental and Amending Petition		
Motion to amend Judgment		
Reissue of garnishment - (address change only)		
All other Motions or Exceptions - (except as otherwise noted)		

EVICCTIONS

<u>FILING</u>	<u>REQUIRED FEE</u>	<u>ADDITIONAL FEE</u>
Eviction (Must be in Parish Limits)	\$150.50 (1 defendant)	\$10.00 per add'l def.
Reissue of Eviction (different address)	\$150.50 (1 defendant)	\$10.00 per add'l def.
(same address)	\$ 35.00 (1 defendant)	\$10.00 per add'l def.

SMALL CLAIMS
 (Claims of \$5,000.00 or less - LSA R.S. 13:5200 et. seq.)

<u>FILING</u>	<u>REQUIRED FEE</u>	<u>ADDITIONAL FEE (*)</u>
Small Claim Suit	\$75.00 (1 defendant)	\$35.00 per add'l def.
Answer and/or Reconventional Demand	\$75.00 (1 defendant)	\$35.00 per add'l def.
Transfer to Regular Court	\$50.00	
Supplemental and Amending Petition	\$20.00 per service (other than additional defendant)	
Reissue of Statement of Claim and Citation	\$20.00 per defendant	
Small Claims Subpoena	\$20.00 per service	\$40.00 deposit for each law enforcement officer, R.S.13:3662.
Reissue of Judgment	\$20.00 per service	

WRIT OF FIFA

FIFA TO CONSTABLE - \$50.00 required fee + \$20.00 per additional service. In addition, a \$125.00 Storage Fee is required (per vehicle) + \$8.00 DMV fee (per vehicle). CHECKS ONLY: Storage Fee made payable to the Constable's Office and DMV fee made payable to Dept. of Motor Vehicles.

FIFA TO SHERIFF - \$25.00 required fee + additional required deposit. (See #7 on back page)

OTHER SERVICES

<u>FILING OR SERVICE RENDERED</u>	<u>REQUIRED FEE</u>	<u>ADDITIONAL FEE</u>
Motion/Petition for Appeal	\$125.00	(Contact Appeals Division (225) 389-5257, Room 105)
Preparation of Transcript (For Appeal & On Request)	\$25.00 minimum	
Reissue of Judgment	\$35.00 per service (*)	
Service by Private Process Server	\$35.00 per service + cost of reissue of documents	
Subpoena/Subpoena Duces Tecum	\$50.00 per service + \$40.00 deposit for each law enforcement officer, R.S. 13:3662.	
Curator, appointed by the Court	\$400.00 Curator Fee + cost of service of pleading	
(Other expenses must be submitted by an Affidavit to Judge)		
Pro Hac Vice	\$100.00	
Garnishment Judgment	\$25.00	
Pro Confesso Judgment	\$25.00	

MISCELLANEOUS CHARGES/FEEs

Act of Congress	\$ 11.00
Minute Entry	\$ 3.00 per page
Conformed Copies	\$ 2.00 per page
Certified Copies	\$ 3.00 per page
Regular Copies	.50 per page
Cost of Transcript (Already Prepared)	.50 per page
Deposit for Special Transcript Request (Non-Appeal)	\$ 50.00
Filing of certain documents in record with no service	No Charge
Cost of copies of suit transferred to another court	.50 per page
Computer reports	\$ 20.00 per report
Fax Filing Transmission Fee	\$ 5.00
Record or Judgment Verification	\$ 20.00
(OPTION - On site manual or computer search by requesting party available without expense.)	
Mortgage Records/Judgment Recordation Fee	\$10.00*
*Plus EBR Parish Clerk of Court Recording Fee	
NSF Fee	\$ 50.00

(*) **ADDITIONAL IMPORTANT FEE AND SERVICE INFORMATION LISTED ON BACK** →