

BATON ROUGE CITY COURT  
233 ST. LOUIS STREET  
P.O. BOX 3438  
BATON ROUGE, LA 70821  
(225) 389-3017

**EN BANC ORDER**

**CITY COURT OF THE CITY OF BATON ROUGE, LOUISIANA, SITTING EN BANC WITH THE HONORABLE TARVALD ANTHONY SMITH, ADMINISTRATIVE JUDGE PRESIDING, WAS OPENED PURSUANT TO ADJOURNMENT.**

**CIVIL COURT COSTS SCHEDULE  
(LSA R.S. 13:2002B)  
(LSA R.S. 13:1910)  
(LSA R.S. 13:1885)  
(LSA R.S. 13:10.3)  
(LSA R.S. 13:2002.2A)**

**EFFECTIVE April 1, 2018**

IT IS ORDERED THAT, effective April 1, 2018 the Clerk of Court/Judicial Administrator and City Constable are authorized to assess and collect advance costs in civil proceedings in accordance with the following fee schedule.

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.

**NEW SUITS/INCIDENTAL DEMANDS**

<b><u>Filing</u></b>	<b><u>Required Fee</u></b>	<b><u>Additional Fee</u></b>
New Suit	\$200.00 one defendant	\$30.00 per add'l def. (see add'l info)
Answer and/or Reconventional Demand Answer and/or Third Party Demand Cross Claim Intervention	\$200.00 one defendant	\$30.00 per add'l def. (see add'l info)
Executory Process (Writ of Seizure and Sale)	\$200.00 one defendant	\$30.00 per add'l def. (see add'l info)
Sequestration	\$200.00 one defendant	\$30.00 per add'l def. \$125.00 Storage Fee may be required (see add'l info)
Writ of Injunction	\$200.00 one defendant	\$30.00 per add'l def. (see add'l info)
Temporary Restraining Order	\$200.00 one defendant	Separate Filing req'd for each add'l def.

**SPECIAL PROCEEDINGS**

<b><u>Filing</u></b>	<b><u>Required Fee</u></b>	<b><u>Additional Fee</u></b>
Petition to make Judgment Executory (excludes Garnishment or Judgment Debtor Rule; Separate fee req'd. for each)	\$225.00 one defendant	\$30.00 per add'l def. (see add'l info)
Petition for Garnishment	\$200.00 (includes \$15.00 for atty. answering interrogatories)	(see add'l info)

Petition for Deficiency Judgment (following Seizure and Sale under executory process)	\$145.00	\$30.00 per add'l def. (see add'l info)
Petition for Nullity of Judgment	\$145.00	\$30.00 per add'l def. (see add'l info)

### **MOTIONS, RULES, HEARINGS & OTHER PROCEEDINGS**

<b><u>Filing</u></b>	<b><u>Required Fee</u></b>	<b><u>Additional Fee</u></b>
Motion/Petition to Revive Judgment	\$125.00 one defendant	\$30.00 per add'l def.
Judgment Debtor Rule	\$100.00 one defendant	\$30.00 per add'l service (see add'l info)
Motion for Summary Judgment	\$100.00 one defendant	\$30.00 per add'l service (see add'l info)
Motion/Petition for New Trial	\$100.00 one defendant	\$30.00 per add'l def.
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)	\$70.00 one defendant (see add'l info)	\$30.00 per add'l def. (see add'l info)
All other Motions or Exceptions	\$70.00 one defendant	\$30.00 per add'l def.

### **EVICCTIONS**

<b><u>Filing</u></b>	<b><u>Required Fee</u></b>	<b><u>Additional Fee</u></b>
Eviction (Must be in Parish Limits)	\$150.00 one defendant	\$10.00 per add'l def.
Reissue of Eviction	\$150.00 different address \$ 35.00 same address	\$10.00 per add'l def. \$10.00 per add'l def.

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

<b><u>Filing</u></b>	<b><u>Required Fee</u></b>	<b><u>Additional Fee</u></b>
Small Claims New Suit	\$74.50 one defendant	\$35.00 per add'l def.
Small Claims Answer and/or Reconventional Demand	\$74.50 one defendant	\$35.00 per add'l def.
Small Claims Transfer to Regular Court	\$50.00	
Small Claims Supplemental and Amending Petition	\$20.00 per service (other than additional defendant)	
Small Claims Reissue of Statement of Claim and Citation	\$20.00 per defendant	
Small Claims Subpoena	\$20.00 per service	\$40.00 deposit for officer, R.S. 13:3662 (see add'l info)
Small Claims Reissue of Judgment	\$20.00 per service	(see add'l info)

**WRIT OF FIFA**

<b><u>Filing</u></b>	<b><u>Required Fee</u></b>	<b><u>Additional Fee</u></b>
Fi Fa to Constable	\$50.00	\$20.00 per add'l service \$125.00 Storage Fee shall be required per vehicle. \$8.00 DMV fee (per vehicle) (see add'l info)
Fi Fa to Sheriff	\$25.00	(see add'l info)

**OTHER SERVICES**

<b><u>Filing or Service Rendered</u></b>	<b><u>Required Fee</u></b>	<b><u>Additional Fee</u></b>
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	(see add'l info)
Service by Private Process Server	\$35.00 per service	Cost of reissue of documents
Subpoena	\$50.00 per service	\$40.00 deposit for each law enforcement officer, R.S. 13:3662 (see add'l info)
Subpoena Duces Tecum	\$50.00 per service	\$40.00 deposit for each law enforcement officer, R.S. 13:3662 (see add'l info)
Curator, appointed by the Court (Other expenses must be submitted by Affidavit to Judge)	\$400.00 Curator Fee	and cost of service of pleadings
Pro Hac Vice	\$100.00	
Garnishment Judgment	\$25.00	
Pro Confesso Judgment	\$25.00	

**MISCELLANEOUS CHARGES/FEEES**

<b><u>Filing or Service Rendered</u></b>	<b><u>Fee Required</u></b>
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 Transcripts (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 computer disc; \$20.00 via E-Mail (per report)
Fax Filing Transmission Fee	\$5.00
Record or Judgment Verification <i>(Optional manual or computer search by requesting party available at site without expense.)</i>	\$20.00
Mortgage Records/Judgment Recordation Fee	\$10.00
<i>*Plus East Baton Rouge Parish Clerk of Court Recording Fee</i>	
NSF Fee	\$50.00

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**ADDITIONAL INFORMATION**

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 \$30.08 made payable to EBRPSO.
3. Prior to filing a Garnishment Petition that has to be served by the East Baton Rouge Parish Sheriff's Office, please contact their office at (225) 389-4818 for service fees.
4. SERVICE of Small Claim citations within the City limits requires a \$10.00 service fee, in addition to the required filing fee.
5. Any SERVICE OUT-OF-CITY-LIMITS but within EBRP requires a check made payable to EBRPSO. Cost varies according to zip code.
6. Any SERVICE OUT OF THE PARISH will cost \$60.00 in addition to the filing fee, except for the following parishes which require a check made payable to that parish. Please call the Clerk's Office for the service fee amount.  
(Caddo, Jefferson, Orleans, Plaquemines, Tangipahoa, & West Baton Rouge)
7. East Baton Rouge Sheriff's Office requires a deposit payable to EBRPSO prior to the execution of Writ of Fi Fa, Writ of Seizure and Sale, Writ of Sequestration, and Writ of Attachment. The deposit amounts are either \$125.00 or \$1,000.00 and are determined based upon the type of writ being processed. Please contact the East Baton Rouge Parish Sheriff's Office at (225) 389-4818 for the deposit amount required.
8. Any SERVICE to be made by the Sheriff of Jefferson Parish requires a \$20.00 check payable to the Sheriff of Jefferson Parish. Garnishments will not be accepted by the Sheriff's Office. Deposits for seizures are: Automobiles \$700; Real Estate \$1,700. (Payable to Sheriff of Jefferson Parish). Any Garnishments to be served in Jefferson Parish (other than Metairie) – please contact the Jefferson Parish Sheriff's Office to determine the proper serving authority for your garnishment pleadings. After determining the correct serving agent, supply the Civil Office with fees associated with the cost of the garnishment. Only business or attorney checks are accepted.
9. Please note that the prices are subject to change for any Constable or Sheriff's Office.
10. You must supply us with all service copies and return copies or you will be charged for copies at our current copy rate.

IT IS FURTHER ORDERED THAT the Clerk of Court/Administrator shall publish and disseminate the current Civil Court Costs Schedule within the local legal community and maintain copies of same in his offices for distribution.

IT IS FURTHER ORDERED THAT all civil costs collected by the Clerk of Court/Administrator and/or City Constable shall be remitted without delay to the City-Parish Finance Department Director.


BATON ROUGE, LOUISIANA, this 13<sup>th</sup> day of March, 2018.

  
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Laura Prosser  
Judge, Division A

  
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Kelli Terrell Temple  
Judge, Division B

  
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Tarvald Anthony Smith  
Judge, Division C

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Yvette M. Alexander  
Judge, Division D

  
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Judy Moore Vendetto  
Judge, Division E

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