

APPENDIX 23.0C: HEARING INFORMATION ORDER

_____ JUDICIAL DISTRICT COURT

VERSUS

NO.: _____ DIVISION: _____

_____ PARISH, LOUISIANA

HEARING INFORMATION ORDER

Pursuant to the order(s) signed by the court herein on _____.

NOTICE OF DEADLINES

Documents required by the first paragraph of this order must be exchanged with the opposing party [and delivered to the court or filed with the clerk, if required by the court] at least five (5) days, exclusive of holidays, before the hearing.

If self-employed or employed by a closely-held business entity in which you have an ownership interest, documents required by the second paragraph of this order must be delivered to the opposing party [and to the court or filed with the clerk, if required by the court] at least five (5) days, exclusive of holidays, before the hearing.

IT IS ORDERED that the parties or their attorneys shall exchange with the opposing party [and deliver to the court or file with the clerk, if required by the court] the following documents at least five (5) days, exclusive of holidays, before the hearing:

1. A copy of the last two (2) years of your federal income tax returns. Include all schedules, attachments, W-2 forms, 1099 forms, and amendments.
2. A copy of your last four (4) pay check stubs from all employers. If no pay check stubs are available, attach other proof of your pay.
3. If you are unemployed, proof of unemployment benefits.
4. If you are disabled, proof of disability with certified copies of medical records. Also include proof of all benefits such as social security, worker's compensation, maintenance and cure, longshoreman and harbor worker's benefits, etc.
5. Any information on your health insurance. Include proof of health insurance such as insurance cards or policies and the cost of the health insurance for each person covered.
6. Any information on daycare costs. Include proof of costs, such as the daycare fee schedule, child care assistance received, and canceled checks for the last four (4) months, if available.
7. Any information on private or special school. Include: (a) proof of costs, such as a schedule indicating tuition, registration, books, and supply fees; and (b) canceled checks, if available.
8. Any information on extraordinary expenses (*See* La. R.S. 9:315.5 and 9:315.6) and extraordinary medical expenses. Include proof of costs such as Explanation of Benefit (EOB) forms, and canceled checks, if available.

IT IS FURTHER ORDERED that if you are self-employed or employed by a closely-held business entity in which you have an ownership interest, you or your attorney shall deliver to the opposing party [and to the court

or filed with the clerk, if required by the court] the following documents at least five (5) days, exclusive of holidays, before the hearing or as otherwise ordered by the court (La. R.S. 9:315.2 and 9:326):

1. **The last three (3) years of personal and business state and federal income tax returns, including all attachments and all schedules, specifically Schedule K-1 and W-2 forms, 1099 forms, and amendments.**
2. **The most recent profit and loss statements, balance sheets, financial statements, and quarterly sales tax reports.**
3. **The previous twelve (12) months of personal and business bank account check registers, bank statements, canceled checks, receipts, expenses, and business credit card statements.**

At the hearing, each party must be prepared to support with documentation their respective positions with regard to the income of the party who is self-employed or who is employed by a closely-held entity in which the party has an ownership interest.

IT IS FURTHER ORDERED that the parties or their attorneys shall execute and deliver to the opposing party [**and to the court or filed with the clerk, if required by the court**] the pertinent sections of the *Family Law Affidavit* at least five (5) days, exclusive of holidays, prior to the hearing:

[Each district to detail which sections of the *Family Law Affidavit* are to be submitted.]

IT IS FURTHER ORDERED that the documentation ordered to be produced above and the information provided by you in the *Family Law Affidavit* shall be true and correct to the best of your knowledge, information, and belief. Further, you shall immediately update the documentation and Affidavit if any of the information changes prior to the hearing, and you shall immediately correct any errors that you discover after this Affidavit has been completed. You shall immediately notify the opposing party of the update or errors by delivering an amended *Family Law Affidavit* with updated documentation to the opposing party [**and to the court or filed with the clerk, if required by the court**].

_____, Louisiana this _____ day of _____, 20_____.

DISTRICT JUDGE

IMPORTANT NOTICE ABOUT YOUR CASE

If you do not provide the required financial information and documentation as ordered by the court for the hearing, the court, in order to do substantial justice, may impose sanctions on you pursuant to La. C.C.P. art. 1471. Also, the court may:

- Find you in contempt of court with sanctions to be imposed.
- Dismiss the matter without prejudice.
- Find that good cause exists to modify the retroactivity of the award.
- Issue a temporary order based upon the limited information provided.

If the court is unable to issue a ruling based upon the information provided, the court may hold a limited hearing for purposes of fixing temporary or interim child support, spousal support, or for other incidental relief.

Children shall not be brought to court proceedings and/or hearing officer conferences, except in unusual circumstances or where the child(ren) may be called as (a) witness(es). The judge and/or hearing officer, commissioners, or family law magistrates shall determine the method and procedure for the presence of children. For court-specific rules concerning the presence of children in court and/or hearing officer conferences, *see* Appendix 24.12.

Parties are allowed to bring children involved in an uncontested adoption proceeding to a court hearing.