

CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS
STATE OF LOUISIANA
DIVISION "C" SECTION "10"
JUDGE SIDNEY H. CATES, IV
RULES FOR DIVISION "C"

- I. **Original signatures:** Original signatures are required on all documents. Documents with /s/, "with permission," stamped, or computer-generated signatures will not be processed. Any attorney in the firm may sign their own name.
- II. **Attorney signature line:** All pleadings must have the full signature line of the attorney submitting the pleading.
- III. **Notification to Court of matters not proceeding:** If a trial or motions become moot, withdrawn, and/or satisfied or if the case is dismissed and/or settled, the parties must call and fax a letter stating so to the court.
- IV. **Copies submitted:** When filing any Exceptions, Motions, and Orders to set a rule to show cause (including e-file or fax filing) you must provide (1) a copy for the Judge, (2) a copy for each service with the completed service cover sheet, and (3) a copy to be returned to you with a self-addressed, stamped envelope.
- V. **Physical copy to division:** A physical copy of all oppositions, replies, and pretrial and post-trial memoranda is to be timely delivered to the Law Clerk and NOT FAXED or E-MAILED.
- VI. **Judge's signature page:** All Motions, Orders, and Judgments submitted for the Judge's signature shall have the case number and caption on the order/judgment and signature page. The Judge will not sign any order/judgment where the last page does not have a substantial portion of the order/judgment. Any orders/judgments submitted with only the date and Judge's signature line on the last page will not be signed.
- VII. **Rule 9.5:** All Judgments shall follow Rule 9.5 and shall be submitted with the *names and addresses* of all parties that need to be sent a Notice of Signing of Judgment.