

15TH JUDICIAL DISTRICT COURT

\_\_\_\_\_  
Plaintiff

Versus

DOCKET NO. \_\_\_\_\_

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
PARISH, LOUISIANA

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**MANDATORY CHECKLIST FOR COMMUNITY PROPERTY MATTERS**

(Note: Must be completed by attorney of record and hand-delivered to the Hearing Officer at the beginning of the Hearing Officer Conference)

**I DECLARE** that I am counsel of record in this matter and I certify the following:

- 1. Counsel of record have had the joint meeting as required by the Local Court Rules Yes/No
- 2. The parties and/or their counsel have prepared a combined Detailed Descriptive List as required by the Local Court Rules. Yes/No

**If the answer to either of the above questions is No, please re-schedule your Hearing Officer Conference and/or Trial until these matters have been accomplished.**

- 4. Is there an agreement regarding the partition of the movable community items? Yes/No
- 5. If not, what items remain in dispute? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- 6. What issues are still outstanding? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- 7. Is your client is an employee participant in a benefit plan in which the community possesses an interest? Yes/No

**If yes, have you obtained all available forms and other necessary information from the plan administrator for submission to the Court and to opposing counsel, or the opposing party if unrepresented, so that a Qualified Domestic Relations Order (QDRO) can be prepared as directed by the Court?**

**Yes/No**

ATTORNEY CERTIFICATION

I hereby certify that the above is true and correct to the best of my knowledge information and belief and that I have consulted with my client in the preparation hereof. This certification is made to the Court for use in partitioning the community of acquets and gains.

\_\_\_\_\_  
Date of Conference

\_\_\_\_\_  
Signed By Attorney for Plaintiff/Defendant

\_\_\_\_\_  
Bar Number

\_\_\_\_\_  
Date of Certification

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number