

UPDATED MEMO FROM THE LAKE CHARLES CITY COURT JUDGES
(4/9/20)

LAKE CHARLES CITY COURT BUILDING CLOSURE AND
AVAILABILITY OF LIMITED COURT OPERATIONS

**ACTING IN ACCORDANCE WITH LOUISIANA CONSTITUTION ARTICLE V,
SUBSECTION 1, THE ORDER OF THE LOUISIANA SUPREME COURT OF APRIL 6,
2020, AND THE INHERENT POWER OF THIS COURT**

ALL COURT SESSIONS SCHEDULED TO BE HEARD PRIOR TO MAY 4, 2020 HAVE BEEN CANCELLED AND WILL BE RESCHEDULED BY THE COURT. THE LAKE CHARLES CITY COURT BUILDING REMAINS CLOSED TO THE PUBLIC HOWEVER LIMITED STAFF ARE WORKING TO HANDLE COURT MATTERS RECEIVED BY MAIL OR FAX. PHONE MESSAGES ARE ALSO BEING RETURNED AS SOON AS POSSIBLE. THE CITY COURT BUILDING IS SCHEDULED TO BE REOPENED TO THE PUBLIC BEGINNING MAY 4, 2020. THE COURT HOPES TO RESUME LIMITED COURT SESSIONS BEGINNING MONDAY, MAY 11, 2020. THE COURT EXPECTS TO RETURN TO ITS NORMAL COURT SCHEDULE THEREAFTER.

ADDITIONAL INFORMATION:

- **INFORMATION AVAILABLE ON WEBSITE:** Many people can view information, including updates from the court or their case status by going to our website www.lccitycourt.org
- All persons having business with the City Court of Lake Charles, Louisiana can continue to file civil pleadings, evictions, criminal pleadings and other matters with the appropriate department via fax or U.S. Mail;
- All civil pleadings, new petitions including new eviction proceedings, answers or other pleadings can be faxed to the court's civil department at (337) 491-1303 in accordance with Louisiana Code of Civil Procedure Article 850;
- All criminal/traffic motions or other filings can be faxed to the court's criminal/traffic department at (337) 491-8745;
- The court's mailing address is Post Office Box 1664, Lake Charles, Louisiana 70602-1664;

- All criminal and traffic arraignments sessions that have been cancelled during this period are being reset. Exact dates will be confirmed, and notices mailed in a timely manner;
- All civil, criminal and traffic trials that are scheduled on or before May 4, 2020 are cancelled and will be rescheduled. It is most likely that special sessions of court will be scheduled to accommodate the expedited handling of cancelled matters;
- If you are the attorney of record, you will be contacted prior to your matter(s) being rescheduled. The Court will accommodate a status conference by video or phone with all attorneys in both civil and criminal matters, if requested. This includes cancelled cases handled by the Public Defender's Office;
- If you do not have an attorney and you have a criminal matter and cannot afford to hire an attorney; you should contact the Public Defender's Office at (337) 436-1718.

FAQs:

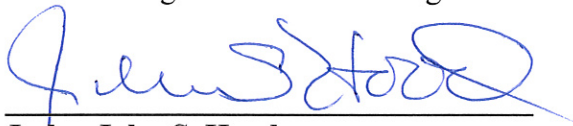
- **HAVE ALL MATTERS ALREADY BEEN RESET:** No, not all matters have been reset as the court is waiting for a more definite start date. Some court matters have been tentatively rescheduled, but those dates could change;
- **HOW WILL I KNOW MY NEW COURT DATE:** A notice will be mailed to all defendants once the Court is satisfied that it can hold court sessions. It is the defendant's responsibility to ensure that the court has a current address. If your address has changed, you must provide the new address in writing to the court by mail or by fax at (337) 491-8745. The court's mailing address is Post Office Box 1664, Lake Charles, Louisiana 70602-1664. You must include your full name as it appears on your old notice, your docket number and your new address including city, state and zip code. You can also provide a contact phone number and/or email address;
- **DO I NEED TO CALL THE COURTHOUSE TO HAVE MY CASE RESCHEDULED:** No. All cases originally scheduled on or prior to May 4, 2020 will be reset and the court will send notice to the last address on file. If your address has changed, please see the above paragraph.
- **IN WHAT ORDER WILL CASES BE RESCHEDULED:** All cancelled matters will be given a rescheduling priority, but no case will be rescheduled before May 4, 2020;
- **I RECEIVED A TRAFFIC CITATION THAT I AM NOT CONTESTING, CAN I PAY THE FINE ONLINE:** Yes, most traffic tickets, and some previously resolved criminal matters can be paid online by credit card (processing fee applies) by using the Court's website www.lccitycourt.org Traffic and criminal fines can also be paid by mail with certified funds or money order, (do not send cash or personal check) payable to City Court of Lake Charles, and mailed to Lake Charles City Court c/o Traffic Violations Bureau, Post Office Box 1664, Lake Charles, Louisiana 70602. If your ticket is court mandatory, you will not be able to pay it online. Those matters will be reset by the Court;
- **I AM SCHEDULED TO MAKE PAYMENTS ON A FINE THAT HAS PREVIOUSLY BEEN IMPOSED BY THE COURT AND MY PAY DATE WAS CANCELLED:** Some criminal fines can be paid online (see paragraph above for website). If your pay date was cancelled, it will be rescheduled. No warrant will be issued unless you miss the rescheduled date;
- **I HAVE TO COMPLETE PROGRAMS AS PART OF A SENTENCE BUT THE CLASS OR COMMUNITY SERVICE LOCATION IS CLOSED:** The court is aware of the situation and has automatically extended all completion dates. You will be notified of the new completion date once it is set by the court. No warrant will be issued because you did not complete your programs by the original completion date;

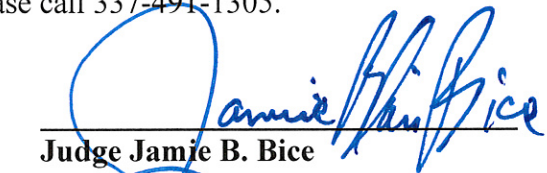
- **IS THE LIMITED AMNESTY PERIOD STILL BEING RECOGNIZED:** Yes, the limited amnesty period that was established by the Lake Charles City Court Judges remains open. This applies to all parties with existing criminal or traffic warrants or driver's license forfeitures. During this period, warrants will be stayed for any person with an existing warrant or driver's license forfeiture that contacts the criminal/traffic department at the phone number listed below and provides the following: Identifying information, including but not limited to race, gender, social security number, driver's license number (if any), and date of birth; and also provides a new physical address, phone number and email address. If so contacted, a new court date will be provided, and the warrant/license forfeiture will be stayed until the new court date. Notice will be provided by regular mail to the defendant. Should the defendant fail to appear at the new date the warrant or forfeiture will be reinstated. Should the defendant appear, the warrant or forfeiture will be recalled, and all previous contempt waived. This amnesty only applies if you contact the court. Until such time, the warrant or forfeiture remains active and the person can be arrested.

CONTACT INFORMATION

- If you are represented by an attorney, please contact your attorney;
- If you are represented by the Public Defenders' Office, please contact the attorney assigned to your case;
- For civil and eviction matters, please call: (337) 491-1564 or fax (337) 491-1303;
- For criminal/traffic/DWI matters, please call: (337) 491-1565 or fax (337) 491-8745;
- For fine payment questions please call: (337) 491-1565;
- For juvenile delinquent/traffic matters please call: (337) 491-1565 or fax (337) 491-8745;
- For court service/probation/review hearing matters please call: (337) 491-1305 or fax (337) 491-8676; and
- For any matter not listed here, contact the Court Administrator at (337) 491-8699.

Judges are prohibited to speak about cases to avoid possibility of conflict. Phone calls to Judges must come through Administration. Please call 337-491-1305.


Judge John S. Hood


Judge Jamie B. Bice