

**24th Judicial District Court**

**Parish of Jefferson**

**State of Louisiana**

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**ORDER**

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Acting in accordance with Louisiana Constitution Article V, Section 1; pursuant to LSA R.S. 1:55; due to the COVID-19 emergency as detailed in Governor John Bel Edwards's Declaration of Public Health Emergency (Executive Department Proclamation No. JBE 2020-25 and JBE 2020-27) and Jefferson Parish President Cynthia Lee Sheng's Declaration of State of Emergency (Proclamation No. 01 CLS 2020; Jefferson Parish CB 3434 Page 979), and in accordance with the inherent powers of this court, the Chief Judge, acting on behalf of the Judges of the 24th Judicial District Court,

HEREBY ORDERS THAT:

All jury trials are suspended until **May 15, 2020**.

The 24th Judicial District Court **will close at 4:00 p.m. on March 16, 2020 and will remain closed until 8:00 a.m. on Monday April 13, 2020.**

Those with criminal cases set during this closure are **ordered to report to the assigned division between April 13, 2020 and May 15, 2020** to secure a new court date.

Those with civil matters set during this closure are ordered to contact the division clerk for further instructions on or after April 13, 2020.

Jurors noticed during the closure are dismissed.

All dockets are cancelled except as follows:

First appearances shall proceed and may be held by teleconference or video conference.

Emergency matters may be held by teleconference or video conference. Those filing emergency pleadings and motions are ordered to contact the division clerk or judicial administrator for further instructions.

Non-emergency civil and criminal pleadings and motions should be filed by electronic means only.

PLEASE TAKE NOTICE that in addition to e-filing documents through the JeffNet system, both civil and criminal documents may be filed by fax. Please refer to the fax filing phone numbers and email addresses provided on the Jefferson Parish Clerk of Court's website specific to civil and criminal filings. Please also refer to the fax filing guidelines on the Clerk of Court's website – <https://www.jpclerkofcourt.us/courts/24th-judicial-district-court/fax-filing->

guidelines/. Should you have any technical difficulties or need further assistance with either e-filing or fax filing by email, you may contact [ComputerLab@jpcclerkofcourt.us](mailto:ComputerLab@jpcclerkofcourt.us) or the Clerk of Court's IT department by phone at (504) 364-2976.

For emergency filings and/or those filings which cannot be accomplished through JeffNet or by fax filing, the Clerk of Court's office is open and available to accept filings in person during normal business hours of 8:30 a.m. to 4:30 p.m. Monday through Friday (except for legal holidays).

This order supersedes the court's March 13, 2020 order; portions of the March 13, 2020 order not in conflict with this order remain in effect. Adjustments to this order, if necessary, will be posted on the Court's website ([www.24jdc.us](http://www.24jdc.us)), the Louisiana Supreme Court website ([www.lasc.org](http://www.lasc.org)), and in the news media.

Gretna, Louisiana this 16th day of March, 2020.

For the 24th Judicial District Court



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Ellen Shirer Kovach  
Chief Judge