

IMPORTANT INFORMATION REGARDING HEARING OFFICER CONFERENCES

A Hearing Officer Conference (“HOC”) may be ordered by a judge or opted into by the parties in any family case in Ascension Parish. At an HOC, both parties and their attorneys, if represented, meet with the Hearing Officer at a scheduled appointment time to try to reach a settlement of all pending issues. Those issues which are resolved will be reduced to writing and signed off on by all parties before leaving the HOC. If all issues are resolved, the judge will be notified that the matter can be removed from his/her docket.

For any unresolved issues the Hearing Officer will make a recommendation and both parties shall receive a copy of the recommendations before leaving. The recommendations will be sent to the judge who, barring any extraordinary circumstances, will make the recommendations the interim order of the Court pending your court date.

Most Hearing Officer Conferences (HOC) are scheduled to run ninety (90) minutes. Scheduling is done online at <https://calendly.com/hoc-23rd/hoc>. The parties should work together to agree on an available day and time and email addresses for both parties must be entered for the conference to be scheduled. You should schedule your HOC before your scheduled court date. **Only the parties and their attorneys may attend the HOC.**

You should make sure that you comply with the disclosure requirements due prior to the HOC. The documents must be submitted in a timely manner, both to the Hearing Officer and the opposing party/attorney. Failure to comply may result in the Hearing Officer either setting aside the HOC, or rendering recommendations which are based, in whole or in part, on your failure to provide the appropriate information and documentation, at the discretion of the Hearing Officer.

Questions may be submitted to HOC@23rdjdc.org or by calling Arlene Lee at 225-562-2280.