

DANIEL E. STRETCHER
Judge
CLARENCE CORMIER, JR.
Marshal
KEVIN D. MILLICAN
City Attorney



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Clerk
DENISE NAVARRE
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CITY COURT OF JENNINGS

WARD TWO OF JEFFERSON DAVIS PARISH

P.O. BOX 609
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JENNINGS, LA 70546
PHONE (337) 821-5514
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EVICITION PROCEDURES

1. NOTICE TO VACATE

The tenant(s) must be given a notice to vacate (at least 5 days for nonpayment of rent or other lease violations; at least 10 days before the end of the lease for termination of lease). The period begins to run the day after service and does not include weekends and holidays. The notice must contain the name and address of the tenant, number of days to vacate, reason and signature of landlord/owner. If more than one person signed the lease, they must be served separately. The court has forms available if needed.

****If the tenant signed a lease containing a written waiver of the notice to vacate, you may immediately institute eviction proceedings. You must provide this office with the signed lease when filing the Rule to Evict.

SERVING NOTICE TO VACATE:

A. MARSHAL'S SERVICE - The court will prepare the notice and issue to the marshal for service. A court cost deposit is required at the time of this request. The service information will be filed with the court.

B. CERTIFIED MAIL - Keep a copy of the notice and green card when returned. The card shall be signed by the tenant.

C. HAND DELIVERY OR POSTING ON DOOR OF RESIDENCE - Serve in the presence of a witness. Keep a copy of the notice with the witness's signature.

2. RULE TO EVICT

If the tenant(s) has not vacated the premises within the specified time after service, you may file a Rule to Evict with the court. A court cost deposit is required at the time of this request.

A. If you served the Notice to Vacate yourself, bring your documentation to the clerk's office. If you have a signed rental agreement or lease, provide the clerk with this also. If the marshal served the notice to vacate, we will have the documentation on file.

B. The clerk will set a court date and prepare eviction forms which order the tenant(s) to appear in court. You must also appear on the court date to give testimony and/or present evidence. The court date will be set no less than 3 days after the marshal has served the tenant(s). This period begins to run the day after service and does not include weekends and holidays.

C. If the Judge renders in your favor, he will sign a Judgment of Eviction ordering the tenant(s) to vacate the premises within 24 hours.

D. If the tenant(s) fail to vacate within 24 hours, a Warrant of Eviction must be requested. A court cost deposit is required at the time of this request.

E. The clerk will issue a warrant commanding the marshal to remove the tenant(s) and deliver possession of the premises to the landlord/owner.

F. You will need to make arrangements with the marshal to remove the tenant(s) possessions from the premises.

3. RECOVERING PAST DUE RENT, DAMAGES AND COURT COSTS

If you wish to obtain a judgment against the tenant(s), the clerk will provide you with the procedures and forms.