

# INSTRUCTIONS

## RETURN DATE/HEARING COVER SHEET (PINK SLIP)

Any time that a pleading is filed that requests a hearing date (also referred to as a “rule”), it must be accompanied by a “Return Date/Hearing Cover Sheet,” also known as a pink slip (because many years ago the form was provided by the Clerk’s Office, and was always printed on pink paper). Please follow these instructions in preparing your pink slip.

1. At the top left side, fill in your case information, i.e. the names of the parties and the case number. The information on the pink slip should match exactly the information you have put on the petition/rule form you are filing.
2. To the right of the case information, you must indicate the dates of any prior hearing officer conferences that have been held, and the name of the hearing officer who heard your case. If you do not remember, you can obtain that information from the Clerk. If you do not fill this information in properly, your case may be delayed several weeks.
3. On no. 1, give a reasonable estimate for the time you think it will take the Court to hear your case. It may be hours or even days.
4. On no. 2, give your available dates, and the available dates of the other party and/or his/her attorney. If you know who the attorney is, call them, explain you are representing yourself and need their available dates for the pink slip. If they refuse to speak with you or give you dates, include that information with your dates.
5. On no. 3, indicate if custody is going to be contested, i.e., you will be fighting about custody. If you do not know, put that.
6. On no. 4, if there has been a hearing date previously set, put that date. If you don’t remember the date, call the Clerk’s Office to obtain it.
7. On no. 5, include any special circumstances that you will think might aid the Court in setting your hearing date. Do not include facts about the case here.
8. No. 6 asks for specific information, including the name of the other party’s attorney, if you know it; and why those dates are not included, if you know the attorney’s name but are not including his available dates.
9. If your case is about custody, you **MUST** answer each one of the last five questions on the form. These concern prior juvenile cases concerning the parties and/or your children. For most of these questions, if a case did exist, you probably went to the courtroom next to the Green Oaks Detention Center for a hearing, or were in child support court.
10. Finally, sign and date the form, and attach it to the document you are filing. If you do not attach this form, you will not be given a hearing date.

STATE OF LOUISIANA  
PARISHES OF MOREHOUSE AND OUACHITA  
FOURTH JUDICIAL DISTRICT COURT

**RETURN DATE/HEARING COVER SHEET (PINK SLIP)**

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

\*Prior HOC date(s): \_\_\_\_\_  
\*Previously Assigned Hearing Officer  
 Lisa Trammell Sullivan  
 Charles A. Traylor, III  
 Vicki L. Green

1. Realistic estimate of time for hearing: \_\_\_\_\_
2. Available dates for BOTH PARTIES for the next 90 days (see item 6 below): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Custody – contested/uncontested: \_\_\_\_\_
4. Rule or trial date previously set: \_\_\_\_\_
5. Any special circumstances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. The filer hereby certifies as follows:

- The name of anticipated opposing counsel, if known to the filer, is \_\_\_\_\_
- The filer has contacted the other party or opposing counsel, if known, at least three business days (72 hours) prior to the transmittal of this pink slip to the court, for the purpose of securing mutually available dates for the next 90 days.
- The available dates provided herein are mutually agreeable to the mover and to the anticipated opposing counsel, if his/her identity is known.
- The available dates provided herein do NOT include anticipated opposing counsel's available dates because \_\_\_\_\_
- **Custody cases only:** Circle "is" or "is not." If any of the following apply, you MUST attach copies of all relevant pleadings or documents in your possession and you MUST summarize the status of the related cases. Please note: The information required below is no longer limited to currently pending cases. Any such case, whether current, old, pending, or closed, must be disclosed if known by you, or if discoverable by you with due diligence.

There is / is not a Family in Need of Services (FINS) or Truancy Assessment Service Center (TASC) case involving any child or party who is the subject of this proceeding. If such a case exists, the status is \_\_\_\_\_

There is / is not an investigation by the Office of Community Services, (Child Protection) involving any child or party who is the subject of this proceeding. If such a case exists, the status is \_\_\_\_\_

There is / is not a juvenile court Child in Need of Care case involving any child or party who is the subject of this proceeding. If such a case exists, the status is \_\_\_\_\_

There is / is not a Termination of Parental Rights case involving any child or party who is the subject of this proceeding. If a such a case exists, the status is \_\_\_\_\_

There is / is not a Child Support case open with the State of Louisiana, Support Enforcement Services. If such a case exists, the docket number is \_\_\_\_\_ and the status is \_\_\_\_\_.

THUS DONE AND SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
FILING PARTY

\*Please note: previous HOC date(s) and HO assigned MUST be included with this form.