

Larisa H. Field

Catahoula Parish Clerk of Court

7th Judicial District

301 Bushley Street, Room 101

P.O. Box 654

Harrisonburg, Louisiana 71340

(318) 744-5497

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INSTRUCTIONS FOR EVICTION NOTICE

NOTICE OF EVICTION

- Notice must be hand delivered to the lessee **OR** posted if the lessee is not at the residence. **BOTH NOTICES MUST BE FILLED OUT EXACTLY ALIKE**. You must bring a witness with you to the residence at the time of delivery or posting. You and the witness must sign both Notices as indicated. One Notice is for the lessee and one Notice is to be retained by you.
- If the lessee does not move out within the 5-day period, you will need to bring the Notice (that you retained) into our office and file it along with a **RULE TO EVICT**. You will also need to put up an advanced deposit of **\$300.00** when you file the Notice and Rule to Evict. If you are evicting more than one person from the residence, an additional **\$75.00** advanced deposit per person being evicted is required. The Judge will fix a Court date on the Rule to Evict. You must provide us with a physical address (no P.O. Box) for the Defendant(s) so the sheriff's office can serve him/her/them with the Rule to Evict.
- On the date of the Court hearing, you will need to bring the witness who went with you when you delivered the Notice to Evict, and both of you will have to testify. You must complete the Judgment form and take it with you to Court. At this time, you must ask the Court to cast costs of Eviction to the Defendant(s).
- If the Defendant(s) fails to move off of the premises within 24 hours after the Judgment is rendered, a warrant is issued to the Sheriff directing him to deliver the premises to the owner. The Sheriff then, in the presence of two witnesses, clears the premises of any property located thereon.
- All forms may be obtained from our office or printed from our website.

NOTICE OF EVICTION

Pursuant to Louisiana Code of Civil Procedure Article 4702, you are hereby put on

Notice to vacate the property owned by

within five (5) days from delivery of this Notice.

Should you fail to vacate within five (5) days, Court proceedings will be instituted immediately to evict you from the premises.

Witness

Owner or Owner's Agent

Date

(Original to be posted or hand delivered)

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Witness

Owner or Owner's Agent

Date

(Copy to be Retained by Property Owner)