

# The City Court of the City of Zachary

East Baton Rouge Parish, Louisiana  
4510 MAIN STREET  
POST OFFICE BOX 10  
ZACHARY, LA 70791

DAVID A. CONACHEN  
JUDGE

QUAWANDA JACKSON  
CLERK OF COURT

DARRYL LAWRENCE  
MARSHAL


## ADVANCED CIVIL COURT COSTS EFFECTIVE APRIL 1, 2024

	<u>DEPOSIT REQUIRED</u>	<u>ADD. DEPOSIT</u>
<u>NEW SUIT - DIVISION "A"</u>	<u>\$250.00 ONE DEF.</u>	<u>SEE 1.3</u>
<u>NEW SUIT - SMALL CLAIMS</u>	<u>ONE DEF</u>	<u>EA ADDL DEF</u>
<u>VIA CERTIFIED MAIL</u>	<u>\$ 85.00</u>	<u>\$ 45.00</u>
<u>VIA MARSHAL-INSIDE CITY LIMITS</u>	<u>\$160.00</u>	<u>\$ 85.00</u>
<u>-OUTSIDE CITY LIMITS</u>	<u>\$200.00</u>	<u>\$ 90.00</u>
<u>ANSWER &amp; RECONVENTIONAL DEMAND</u>	<u>\$250.00</u>	<u>SEE 1.3</u>
<u>ANSWER &amp; 3RD PARTY DEMAND</u>	<u>\$250.00</u>	<u>SEE 1.3</u>
<u>ANSWER OF INTERROGATORIES</u>	<u>\$ 15.00</u>	
<u>MOTION FOR SUMMARY JUDGMENT</u>	<u>\$ 75.00</u>	
<u>JUDGMENT DEBTOR RULE</u>		
<u>INSIDE CITY LIMITS</u>	<u>\$ 80.00</u>	
<u>OUTSIDE CITY LIMITS</u>	<u>\$ 115.00</u>	
<u>JUDGMENT</u>	<u>\$ 100.00</u>	
<u>RECORD JUDGMENT IN EBR PARISH</u>	<u>\$ 140.00</u>	
<u>RE-ISSUE CITATION &amp; PETITION</u>		
<u>INSIDE CITY LIMITS</u>	<u>\$ 60.00</u>	
<u>OUTSIDE CITY LIMITS</u>	<u>\$ 85.00</u>	
<u>SUPPLEMENTAL &amp; AMENDING PETITION</u>	<u>\$100.00</u>	<u>SEE 1.3</u>
<u>APPOINTMENT OF CURATOR</u>	<u>\$250.00 CURATOR FEE</u>	
<u>SUBPOENA FEE</u>	<u>\$ 70.00 PER SERVICE</u>	
	<u>\$ 50.00 PER OFFICER</u>	
<u>SUBPOENA DUCES TECUM</u>	<u>\$ 70.00 PER SERVICE</u>	<u>SEE 2</u>
<u>GARNISHMENT &amp; INTERROGATORIES</u>	<u>\$200.00 PER SERVICE</u>	
<u>RULE OR PETITION TO MAKE</u>		
<u>JUDGMENT EXECUTORY</u>	<u>\$ 250.00</u>	
<u>REQUEST FOR ADMISSION OF FACTS</u>	<u>\$ 25.00</u>	
<u>EVICITION (MUST BE INSIDE CITY LIMITS)</u>	<u>\$220.00 PER SERVICE</u>	<u>SEE 1</u>
<u>WRIT OF SEIZURE &amp; SALE</u>	<u>\$ 70.00 PER SERVICE</u>	
<u>WRIT OF SEQUESTION</u>	<u>\$ 70.00 PER SERVICE</u>	
<u>NOTICE OF JUDGMENT (SERVICE)</u>	<u>\$ 70.00 PER SERVICE</u>	
<u>MOTION TO SET FOR TRIAL</u>		
<u>INSIDE CITY LIMITS</u>	<u>\$ 100.00</u>	
<u>OUTSIDE CITY LIMITS</u>	<u>\$ 125.00</u>	
<u>MOTION TO APPOINT PROCESS SERVER</u>	<u>\$ 50.00</u>	
<u>RULE OF CONTEMPT</u>	<u>\$ 70.00 PER SERVICE</u>	
<u>ACT OF CONGRESS</u>	<u>\$ 12.00</u>	
<u>SATISFACTION OF JUDGMENT</u>	<u>\$ 16.50</u>	
<u>JUDGMENT OF DISMISSAL</u>	<u>\$ 17.00</u>	
<u>FAX FILING FEE</u>	<u>\$ 5.00</u>	
<u>TRANSFER FEE</u>	<u>\$ 10.00</u>	
<u>COST OF TRANSCRIPTS</u>	<u>\$ 2.00 PER PAGE</u>	<u>SEE 6</u>
<u>COST OF CERTIFIED COPIES</u>	<u>\$ 5.00 PER PAGE</u>	
<u>REGULAR COPIES</u>	<u>\$ 1.00 PER PAGE</u>	
<u>PEACE BOND</u>	<u>\$ 50.00</u>	
<u>POSTAGE</u>	<u>CURRENT POSTAL RATE</u>	

**NOTES:**

1. ADD \$135.00 FOR EACH ADDITIONAL DEFENDANT
2. ADD \$125.00 FOR EACH SERVICE OUTSIDE THE CITY LIMITS
3. FOR SERVICE ON THE SECRETARY OF STATE, A CHECK FOR \$50.00 MADE PAYABLE TO THE SEC. OF STATE IS REQUIRED.
4. SMALL CLAIMS FILING FEE WILL NORMALLY CARRY YOU THROUGH THE JUDGMENT UNLESS ADDITIONAL SERVICE FEES ARE REQUIRED.
5. CHECK WITH CLERK TO SEE IF THERE ARE ANY COURT COSTS REMAINING. ANY ADDITIONAL FUNDS REMAINING WILL BE REFUNDED UPON YOUR REQUEST.
6. A MINIMUM \$250.00 DEPOSIT (OR ESTIMATED COST) IS REQUIRED FOR TRANSCRIPTS

  
DAVID A. CONACHEN  
JUDGE

  
QUAWANDA JACKSON  
CLERK OF COURT

<u>JURISDICTION LIMIT</u>	<u>NEW SUIT DIVISION A:</u>	<u>\$35,000.00</u>
<u>JURISDICTION LIMIT</u>	<u>SMALL CLAIMS SUIT:</u>	<u>\$ 5,000.00</u>