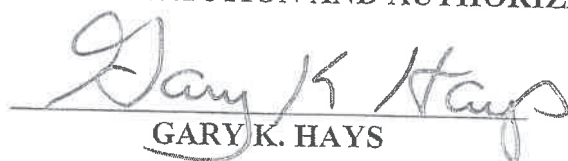


PINEVILLE CITY COURT  
904 MAIN STREET  
(318) 449-5656

RESIDENTIAL EVICTION PROCEDURES

1. You must provide to the defendant written notice allowing them five days to vacate the premises before you can file your eviction with Pineville City Court.
  - A. Do not include holidays or weekends when counting the days;
  - B. Should you desire to "hand deliver" notice to the tenant, be sure you have a witness present. Should you desire to "post" the notice, be sure to have a witness present. Keep a copy of the notice for yourself.
2. If the tenant has not moved within the allotted time, you may file an eviction. The filing procedure for the eviction suit is as follows:
  - A. Write a letter directed to the Clerk of Court, requesting suit be filed to evict the tenant (give the complete name of tenant) from the premises owned by you (give complete and specific address). Provide a copy of the notice to vacate you served upon the tenant.
  - B. Enclose \$210.00, advanced court costs, personal check, cashier's check, money order or credit card made payable to the Pineville City Court.
  - C. The Clerk's Office will prepare a notice and have same served upon the tenant by the City Marshal directing the tenant to appear in the Pineville City Court, to show cause why the eviction filed by plaintiff should not be granted, and ordering the defendant to vacate said premises. (This date is approximately on (1) week from the date the suit is filed).
  - D. If the tenant moves before the court date, you are to contact the Office of the Clerk of Court, to provide said notice in writing and the court date will be canceled.
  - E. If the tenant or possessions are still in the residence, you will have to appear before the Judge, at the Pineville City Court, 904 Main Street, Pineville, Louisiana. You must bring your witness with you at the time of the hearing.
3. If you are evicting a tenant in accordance with LSA-C.C.P. Art. 4701, you must bring the original lease when you file your eviction suit.
4. If the tenant is still in the premises twenty-four (24) hours after you are granted the Judgment of Eviction, you may call the City Marshall's Office, (318) 449-5657 and make the necessary arrangements for the Writ of Possession.
5. Acceptance of rent after the notice to vacate has been given but before Judgment of Eviction, cancels the notice and prevents the lessor from obtaining such a judgment.

PROVIDED UNDER THE DIRECTION AND AUTHORIZATION OF JUDGE

  
GARY K. HAYS

TERMINATION OF LEASE AND NOTICE TO VACATE

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DEAR TENANT:

YOU ARE HEREBY NOTIFIED THAT YOUR LEASE ON THE PREMISES DESCRIBED IN THE ADDRESS ABOVE IS TERMINATED AS OF \_\_\_\_\_ BECAUSE YOU FAILED TO CONFORM TO SUCH RULES AND REGULATIONS AS HAVE BEEN ESTABLISHED BY LANDLORD.

\_\_\_\_\_ Non payment of rent

\_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE LANDLORD EXPECTS TO OBTAIN POSSESSION OF THE LEASED PREMISES ON \_\_\_\_\_: SHOULD YOU FAIL TO VACATE THE PREMISES BY THIS DATE, LEGAL PROCEEDINGS WILL BE INSTITUTED TO HAVE YOU EVICTED. SHOULD IT BE NECESSARY TO INSTITUTE LEGAL PROCEEDINGS, AT THAT TIME YOU WILL BE ALLOWED TO PRESENT ANY LEGAL DEFENSE THAT YOU MAY HAVE.

YOU ARE EXPECTED TO LEAVE THE PREMISES IN GOOD CONDITION AND TO SURRENDER YOUR KEYS AT THE OFFICE OF THE MANAGEMENT NO LATER THAN THE ABOVE DATE.

PLEASE COMPLY IN ORDER TO AVOID THE TROUBLE, EXPENSE AND EMBARRASSMENT OF PHYSICAL EVICTION PURSUANT TO A COURT ORDER.

SINCERELY YOURS,

COMPLEX \_\_\_\_\_

BY: \_\_\_\_\_  
Manager

PINEVILLE CITY COURT  
PARISH OF RAPIDES  
STATE OF LOUISIANA

DATE: \_\_\_\_\_

Please file an Eviction Rule for: (If for an apartment complex, use the name of the complex)

\_\_\_\_\_

and against the renter(s) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MUST BE WITHIN WARDS NINE, TEN, OR ELEVEN

as per enclosed letter; of in accordance with Articles 4701 and 4731 of the Louisiana Code of Civil Procedure, for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Per defendant..... \$210.00

Enclosed is my check or money order in the amount of \$ \_\_\_\_\_ covering the advance court costs.

NAME: \_\_\_\_\_  
(Owner/Management/Agent - signature)

NAME: \_\_\_\_\_  
(Owner/Management/Agent - print)

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

**\*\*ADDITIONAL FUNDS MAY BE REQUIRED IF A WRIT OF EVICTION IS NEEDED.\*\***