



# Melissa R. Henry

**CLERK OF COURT**  
**22<sup>nd</sup> Judicial District Court**  
**Parish of St. Tammany**

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Date: \_\_\_\_\_

Re: Filing In Forma Pauperis

Dear Customer:

Many people have a misconception about what it means to file a suit using “pauper” status. Although the law provides that anyone filing in forma pauperis does not have to pay their court costs in advance, it does authorize the Clerk of Court to collect them when the suit reaches its conclusion.

As a part of this process, the presiding judge will be asked to make the decision as to which party will be cast with the costs of the proceedings. The Clerk’s office is a “fee for services” agency. We do not receive taxpayer dollars to operate our office, but rather rely on the fees we generate for services we render to the public to pay our overhead, salaries, benefits and office equipment. Therefore, the party cast for costs should pay their costs promptly upon the Judgment being signed. If costs are not paid, a lien will be filed against them in the mortgage records, in order to preserve the claim. This will result in further charges for the filing of the lien.

In accordance with Louisiana District Court Rule Title I, Chapter 8, Rule 8.0, Appendix 8.0 for the 22<sup>nd</sup> Judicial District Court: all litigants who submit an application to proceed *informa pauperis* pursuant to the provisions of La. C.C.P. art 5183, et seq. **shall be required to submit a new application every twelve (12) months.** Failure to submit a timely new application shall result in the litigant’s right to proceed *informa pauperis* to be rescinded and the Clerk of Court shall take steps necessary to recover the court costs which have accrued.

**ATTACHMENT TO PAUPER PLEADINGS (Information of Defendant):**

**Please provide as much information as possible on the attached form whether service on the defendant is requested or waived.**