

# MOTION TO APPOINT ATTORNEY FORM PACKET

## INSTRUCTIONS

### **SELF-HELP RESOURCE CENTER**

The Self-Help Resource Center's hours of operation are from 10:00AM - 2:00PM on Tuesdays and Thursdays.

If you have questions or need assistance, complete an intake form with the Baton Rouge Bar Association online at [www.familycourt.org](http://www.familycourt.org).

These instructions are to help you through the process of asking the court to appoint an attorney to represent the other side in your case. The law requires that an attorney be appointed to represent a party if they are absent or unable to be located in certain situations to protect their interests.

These forms are not legal advice and cannot take the place of the advice that a lawyer can give you. It is always best to speak with a lawyer before taking any legal action.

**If you represent yourself in court, you must follow all of the proper procedures and the law. It is your responsibility to see your case through the whole process.**

## UNDERSTANDING THE FORM

This form is used to ask the court to appoint an attorney to represent the defendant in your case. The law requires this in certain situations, such as when a party cannot be located. This will allow you to proceed with your case even if the other party is absent.

The main duty of the court-appointed attorney, who may also be referred to as a curator, is to try to locate the defendant. The court-appointed attorney will probably contact you to get information and the last known address for the defendant. It is important to cooperate with the attorney and provide as much information as possible.

If the defendant cannot be located, the attorney will file pleadings to protect the defendant's interests as much as possible and represent him/her in his/her absence.

There is a fee that you must deposit in advance when you file this motion. The fee will be used to cover the court-appointed attorney's fees and expenses. The Clerk of Court's office can tell you what the exact amount of the fee is. It is possible that the court will award the attorney a fee that is more than the deposit you put down. If that happens, you will be responsible for paying the full fee.

To file, you must go to Clerk of Court's Suit Accounting office, located on the Third Floor of the Nineteenth Judicial District Courthouse, 300 North Boulevard, Baton Rouge, Louisiana. If you want to make other arrangements for filing, you should contact that office at (225) 389-3982.