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JUDGES

## Court of Appeal

FIFTH CIRCUIT

STATE OF LOUISIANA

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David Tatman, Executive Director  
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Re: Continued Operation of the Fifth Circuit Court of Appeal

Dear Mr. Tatman,

On behalf of the Fifth Circuit Court of Appeal we are writing to you so that you can assure your members that we are open and available to assist you during this unprecedented crisis that has so drastically affected the legal profession. While our facility remains shuttered by the Governor's order to close all state office buildings, our E-Court system is and has been operating, and will continue to do so, up to and after the order to re-open is issued.

All Court functions have been proceeding as normal, and our pivot to telecommuting was accomplished seamlessly through our case management system. All orders, opinions, and dispositions are being issued timely, and we encourage your membership to sign up for the E-Notice system available through our website, a free service to the bar, as that remains the most reliable method of communication currently available. The E-Notice system also allows members of the bar to access information regarding pending matters directly from our case management system, so that you can keep abreast of important events that may be occurring in cases you have pending before the court.

We will be hosting Zoom oral arguments in May, and through the summer months as well if social distancing is still recommended. While we hope for a return to regular operations by the fall, we will be ready to assist the practicing bar by continuing to host Zoom arguments if that is in the long term best interest of our communities.

Our E-Court system is also available for online filing of any document or pleading, and we have waived the \$ 50.00 convenience fee for e-filing during this time. Additionally during the period of closure, we are accepting filings by fax, email, or U.S. mail. We also have the capability to send an electronic link for records or exhibits to an attorney who is registered with our system. We can mail a disc, if necessary, and the normal cost for generating that disc and mailing has also been waived at this time.

For more information, fax numbers, email addresses, etc., and all up to date communications regarding court closures and deadlines, I would point you to our website at <http://www.fifthcircuit.org> Additionally, we have provided a Clerk's Office Assistance Line (504) 376-1470, and the clerk's office can also be contacted at [clerksoffice@fifthcircuit.org](mailto:clerksoffice@fifthcircuit.org) Information regarding the free E-Notice system and how attorneys can sign up is also on our website, as well as information for attorneys who choose to e-file.

I hope this information has been helpful. We pray, along with everyone in our world, for a safe deliverance from this challenge. Please let us know how we may continue to assist the bar, and if you have any further questions, do not hesitate to contact us.

Take care, I remain, very truly yours,

  
Chief Judge Susan M. Chehardy