

**Bossier City Court  
620 Benton Road**

**Bossier City, LA 71111**

Telephone: (318) 741-8583 (318) 741-8586 (318) 741-8588 (318) 549-4583

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### **EVICION PROCEDURE GUIDELINES**

#### **THE RENTAL PROPERTY MUST BE LOCATED WITHIN BOSSIER CITY LIMITS**

1. To evict a tenant because of the termination of the lease by expiration of its term, nonpayment of rent, or for any other reason, the following actions are necessary:
  - A. Prepare a Notice to Vacate Premises (attached) which is properly addressed to the tenant that gives him/her five (5) days to move for whatever reason he/she is being evicted.
    1. Do not include holidays or weekends when counting the five days.
    2. The notice to Vacate Premises should not contain a specific date to vacate but should simply state that the tenant has five (5) days from the date of delivery of notice.
    3. The Notice to Vacate Premises must be signed by you and should be handed to the tenant, posted on the door, or mailed to the tenant **CERTIFIED MAIL – RETURN RECEIPT REQUESTED.**
    4. Retain a copy of the Notice to Vacate Premises as a copy of the Notice must be filed with the **Rule to Evict**
    5. **THE PERSON WHO ACTUALLY DELIVERED THE NOTICE TO VACATE SHOULD BE PREPARED TO TESTIFY IN COURT OF SUCH DELIVERY.**
  - B. If the tenant has not moved within five (5) working days after handing, posting, or receipt date of the certified mail notice, you may file a Rule to Evict (attached). The procedure for filing an eviction suit follows:
    1. Please complete the Rule to Evict form, which is provided in this packet. Bring the completed form to the Civil Section of the Clerk of Court Office. **ATTACH A COPY OF YOUR SIGNED NOTICE TO VACATE PREMISES AND COPY OF LEASE, IF APPLICABLE. IF THE NOTICE WAS SENT BY CERTIFIED MAIL, ALSO ATTACH THE GREEN CARD SHOWING RECEIPT OF THE NOTICE BY THE TENANT.**
    2. Include \$150.00 court cost for one (1) defendant (plus \$50.00 for each additional defendant). Bring cash, check, money order or cashiers check made payable to Bossier City Court.
    3. This office will have notice served on the tenant by the Bossier City Marshal which informs the tenant that you are suing him/her for eviction and giving him/her a date to appear in court if he/she wishes to contest the case. The Court date will be approximately two (2) weeks from the date the suit is filed. The Court date will be given to you when you file your suit.
    4. If the tenant or possessions continue to remain in premises on the morning of the Court hearing, you **MUST** appear before the Judge. Go to the Courtroom located outside of the Clerk's office.
- II. If you are evicting a tenant in accordance with LA C.C.P. Art. 4701 and 4731 which authorizes waiver of the "Notice to Vacate" requirement, you **MUST** bring a copy of the lease when you file your eviction.
- III. If the tenant remains on the premises twenty-four (24) hours after you are granted Judgment of Eviction, complete the attached Writ of Possession and bring or fax it to the Clerk's Office to make arrangements for the execution of the Writ of Possession.

**THIS IS AN EXAMPLE ONLY!**

**SAMPLE LETTER FOR EVICTION  
(NOTICE TO VACATE)**

**Property Owner or Landlord's Name**  
Address  
City, State Zip

**DATE:** (The date the letter was posted, hand delivered or mailed)

**Occupant's Name**  
Address  
City, State Zip

This is your notice to vacate the premises within **five (5) days (a minimum of 5 days is required)** from receipt of this letter for the following reason:

**Example: non payment of rent, violation of lease, other (describe)**

Should you not vacate within the time limit listed, eviction proceedings will be initiated.

**OWNER OR LANDLORD'S SIGNATURE**

SUIT NO. \_\_\_\_\_  
BOSSIER CITY COURT

Plaintiff (Owner of Property) \_\_\_\_\_

BOSSIER PARISH

VERSUS

STATE OF LOUISIANA

Defendant (Person being evicted) \_\_\_\_\_

**RULE TO EVICT**

(INSTRUCTIONS: Please complete every line. Type or write legibly)

NOW INTO COURT, comes \_\_\_\_\_, who  
respectfully represents that he/she is the: (Please (x)  
\_\_\_\_\_ owner \_\_\_\_\_ lessor \_\_\_\_\_ agent of the owner  
of the property located within the city limits of Bossier City at: \_\_\_\_\_

\_\_\_\_\_  
2. Made defendant herein is \_\_\_\_\_, who  
is the occupant of the premises described in the preceding paragraph.

3. Plaintiff requests that the defendant be evicted from these premises due to one or more of the  
following grounds: (Please (x) all ground(s) that apply.)  
\_\_\_\_\_ the term of the lease has expired.  
\_\_\_\_\_ nonpayment of rent  
\_\_\_\_\_ action of the occupant, namely: \_\_\_\_\_

\_\_\_\_\_ other reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Plaintiff states that the following action has occurred with respect to the eviction notice:  
(Please (x) all that apply.)  
\_\_\_\_\_ Notice of eviction has been given on \_\_\_\_\_ (date) for \_\_\_\_\_ days.  
\_\_\_\_\_ Notice of eviction has not been given.  
\_\_\_\_\_ Notice of eviction has been waived.

5. Plaintiff requests that a Rule to Show Cause issue herein ordering the defendant to show why he/she  
should not be ordered to deliver possession of the premises to the lessor or owner.

Please serve defendant: \_\_\_\_\_  
(Signature of Owner or Agent)  
\_\_\_\_\_  
(Print your name)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State, Zip Code)  
\_\_\_\_\_  
(Phone Number)

**YOU ARE HEREBY CITED** to appear before this Court, located 620 Benton Road, Bossier City,

Louisiana on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_

at \_\_\_\_\_ o'clock \_\_\_\_\_ m. to show cause why you should not be ordered to deliver possession of

the premises described herein to the lessor or owner.

\_\_\_\_\_  
Civil Deputy Clerk/Bossier City Court

\_\_\_\_\_  
File Date

**REQUEST FOR WRIT OF POSSESSION**

\_\_\_\_\_

VS

\_\_\_\_\_

SUIT NO. \_\_\_\_\_

**TO: BOSSIER CITY COURT/CIVIL DIVISION**

**Please issue a Writ of Possession on the above suit to the Bossier City Marshal for the property located:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**(Signature of Plaintiff and/or Agent)**

\_\_\_\_\_  
**(Phone number that Marshal can contact you)**