



## CITY COURT

SANTI A. PARKS  
JUDGE

620 BENTON ROAD  
BOSSIER CITY, LOUISIANA 71111  
(318) 741-8582

PAMELA COMBS  
CLERK OF COURT

### CIVIL FILING ADVANCE DEPOSITS EFFECTIVE JANUARY 1, 2026

Deposits for New Suits include the following:

Judges Supplemental Compensation Fund: \$31.50 - La. R.S. 13:10.3  
Louisiana Judicial College Fund: \$2.50 - La. R.S. 13:86  
Judicial Building Fund: \$10.00 - La. R.S. 13:1910

Below, you will find the Schedule for Advance Deposits and an itemized breakdown of costs assessed to Advance Deposits, pursuant to Louisiana Revised Statute 13:841:

**\*Pre-Payment is required on all filings.**

<b>NEW SUITS/INCIDENTAL DEMANDS - LIMIT OF \$15,000.00</b>	
New Suit - 1 Defendant	\$220.00
Each additional Defendant	\$50.00 + service fee
Amended Petition - 1 Defendant	\$220.00
Answer and Reconventional Demand - 1 Defendant	\$220.00
Answer and Third Party Demand - 1 Defendant	\$220.00
Cross Claim - 1 Defendant	\$220.00
Executory Process - 1 Defendant	\$250.00
Garnishment	\$250.00
Executory Garnishment	\$300.00
Writ of Sequestration	\$250.00
<b>MOTIONS, RULES, HEARINGS &amp; OTHER PROCEEDINGS</b>	
Exceptions/Oppositions - 1 Service - Each add'l Service = \$50.00 + service fee	\$120.00
Motion For Summary Judgment w/Rule	\$120.00
Judgment Debtor Rule	\$120.00
Motion For Judgment Pro Confesso w/Rule	\$120.00
Writ of Fifa	\$100.00
Rule to Show Cause - 1 Defendant	\$120.00
Motion and Order to Enroll	\$50.00
Motion and Order to Dismiss	\$50.00
Motion and Order to Appoint Curator w/Curator Fee	\$400.00
Motion For Default Judgment	\$100.00
Motion and Order to Appoint Private Process Server	\$50.00
Motion and Order to Revive Judgment	\$100.00
Other Motions and Orders, not Requiring a Rule to Show Cause Hearing	\$50.00 (no service)
Re-Issue Service - Civil	\$50.00 + service fee
<b>SMALL CLAIMS - LIMIT OF \$5,000.00</b>	
Petition - 1 Defendant	\$150.00
Each additional Defendant	\$20.00 + service fee
Amended Petition - 1 Defendant	\$60.00 + service fee
Re-Issue Service	\$20.00 + service fee
Answer (to be paid by Defendant)	\$15.00
Motion to Set New Trial (if service within Bossier City Limits)	\$50.00 / \$120.00 w/Rule
Small Claims Transfer to Civil Docket	\$220.00
Small Claims Garnishment	\$250.00
Subpoena for Witness	\$20.00 + service fee
<b>MISCELLANEOUS CHARGES/FEES</b>	
Subpoena/Subpoena Duces Tecum	\$50.00 + service fee
Subpoena - Law Enforcement Officer	\$100.00 each
Service Through Secretary of State	\$100.00
Satisfaction of Judgment	\$25.00
Initialization Fee	\$10.00
Index Fee	\$1.00 per name
Minute Entry	\$5.00
Swearing of Witness	\$1.00
Photocopies	\$1.00 each
Certification of Copy Fee	\$5.00
Conformed Copy	\$3.00
Fax Filing Fee (This is for Fax Transmission only - Advance Deposits Apply.)	\$5.00