

BOSSIER CITY COURT  
620 Benton Road  
Bossier City, LA 71111

Telephone:  
(318) 741-8586, (318) 741-8587, (318) 549-4583

Facsimile:  
(318) 741-8845

**EVICTON PROCEDURE GUIDELINES**

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

- I. 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* (example 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) **Day one (1) begins the day after the Notice is hand delivered, posted or received by the tenant via certified mail.** Do not include holidays or weekends when counting the five (5) 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 the 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 via 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 PRESENT IN COURT AND PREPARED TO TESTIFY SUCH DELIVERY.**
- B. If the tenant has not moved within five (5) working days, after hand delivering, posting, or the tenant's receipt date of the certified mail notice, **on the sixth (6th) day**, you may file a *Rule to Evict* (attached). The procedure for filing an eviction suit is as follows:
- 1) Please complete the *Rule to Evict* form, which is provided in this packet. Bring the completed form to the Civil Division of the Bossier City Clerk's Office.
  - 2) **Provide the original to be filed and maintained by the Clerk and TWO (2) COPIES of the following for EACH DEFENDANT:**
    - i) your signed *Notice to Vacate Premises*;
    - ii) the *Lease / Rental Agreement*, whichever is applicable;
    - iii) documentation (Power of Attorney, Resolution, etc.), which proves you are authorized to act on behalf of the Owner/Landlord;
    - iv) *Property Management Agreement*, if applicable; and
    - v) the *Return Receipt* (green card) showing receipt of the *Notice* by the tenant, if the *Notice* was mailed via certified mail.
  - 3) **See attached for Advance Cost Minimum Deposits. Bring cash, check, money order or a cashier's check, made payable to Bossier City Court.**
  - 4) 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.
  - 5) 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.
  - 6) If the tenant or possessions continue to remain in the 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.

**IF YOU WISH TO DISMISS THE SUIT OR HAVE THE HEARING REMOVED FROM THE COURT DOCKET PRIOR TO THE HEARING, YOU MUST FILE A SIGNED LETTER WITH THE CLERK'S OFFICE, WHICH MAY BE HAND-DELIVERED OR FAXED. WE NO LONGER ACCEPT THESE REQUESTS VIA TELEPHONE OR EMAIL.**

- II. If the tenant remains on the premises twenty-four (24) hours after you are granted a *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*.