Revised 07/01/19

Effective 07/01/19

**SF-6 WRIT/APPEAL**

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| **Attorney — Client Communication Privileged, Confidential, and Exempt from Disclosure under applicable law. Contains material prepared by counsel and may include advice of counsel.** |

**DOJ/ORM REQUEST FOR WRIT OR APPEAL**

**Instructions:**

* + To be used when requesting authority to file an appeal or a writ application, or authority to forego the filing of same. This form shall be used for both supervisory writs and writs of certiorari.
  + **While the request is pending, the Billing Attorney may not, in any case, permit the delays to seek relief lapse, and shall file all necessary pleadings to protect the State’s interests.**
  + Contract Counsel shall submit the completed form in an electronically editable format to the Section Chief at the applicable email address listed below:

LP/DOJ staff attorney shall submit the completed form in an electronically editable format to the Section Chief; or, to the Regional Office Chief, if LP/DOJ attorney is housed in a Regional Office. The Regional Office Chief shall electronically transmit the form, with their written recommendations, to the appropriate Section Chief. The Section Chief shall electronically transmit the form with their written recommendations, to the Litigation Division Appeals Section Chief at: [AppealsSectionChief@ag.louisiana.gov](mailto:AppealsSectionChief@ag.louisiana.gov), with a copy to: [LitigationReportTracking@ag.louisiana.gov](mailto:LitigationReportTracking@ag.louisiana.gov);

[CivilRightsSectionChief@ag.louisiana.gov](mailto:CivilRightsSectionChief@ag.louisiana.gov)

[GeneralLiabilitySectionChief@ag.louisiana.gov](mailto:GeneralLiabilitySectionChief@ag.louisiana.gov)

[MedicalMalpracticeSectionChief@ag.louisiana.gov](mailto:MedicalMalpracticeSectionChief@ag.louisiana.gov)

[RoadHazardSectionChief@ag.louisiana.gov](mailto:RoadHazardSectionChief@ag.louisiana.gov)

TransportationSectionChief@ag.louisiana.gov

[WorkersCompSectionChief@ag.louisiana.gov](mailto:WorkersCompSectionChief@ag.louisiana.gov)



Caption of case:

JDC, Parish and Docket Number:

ORM Number:

TPA Number (if applicable):

MRP Number (if applicable):

Client (State agency or employee):

Adjuster:

Telephone Number:

Email:

Defense Counsel:

Telephone Number:

Email:

Type of Case:

Date Submitted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is a request for/recommendation on:

\_\_\_\_\_ a supervisory writ (review of an interlocutory ruling of the trial court by an

appellate court)

\_\_\_\_\_ an appeal of a trial court judgment

\_\_\_\_\_ a writ of certiorari to the Louisiana Supreme Court or the United States Supreme Court

Please identify the reviewing court (whether federal or state, and the circuit, if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Critical Dates**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plaintiff(s):

Plaintiff’s(s') Counsel:

Other parties and their counsel (co-defendant(s), intervenor(s), etc.):

Name of Presiding Judge:

Authority sought:

\_\_\_\_\_ to seek review of ruling

\_\_\_\_\_ to forego review of ruling

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. Brief Summary of the Facts of the Case**:

**II. Action of the Trial Court:**

**III. Action of the Appellate Court (if applicable):**

**IV. The Specific Ruling, Order or Judgment Subject to Review:**

**V. If This Request/Recommendation Involves an Application for a Supervisory Writ, Please Discuss the Basis of, or Justification for, the Application, including:**

**A.** a discussion ofthe factual or legal error allegedly committed

**B.** statutory or jurisprudential support for the state's position

**C.** the applicable standard of review

**D.** the impact of seeking/waiving supervisory review on the state's defense of

the case

**VI. If This Request/Recommendation Involves the Filing of an Appeal or Writ of**

**Certiorari, Please Designate the Potential Assignments of Error to be Asserted. For Each Assignment of Error, Please Discuss:**

**A.** the factual or legal error allegedly committed

**B.** statutory or jurisprudential support for the state's position

**C.** the applicable standard of review

**D.**  the impact of seeking/waiving appellate review or a writ of certiorari on the

state

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**VII. Is the Plaintiff seeking judicial review of the ruling, order or judgment?**

1. If so, please indicate the potential assignments of error that may be asserted by plaintiff
2. Please discuss the factual or legal basis for each potential assignment of error
3. Please estimate plaintiff’s chances of success and the potential impact on the state’s exposure

**VIII. Is any other party seeking judicial review of the ruling, order or judgment?**

**A.** If so, please indicate the potential assignments of error that may be asserted by this party

**B.** Please discuss the factual or legal basis for each potential assignment of

error

**C.** Please estimate this party's chances of success and the potential impact on the state’s exposure

**IX. Summary of Recommendation:**

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Regional Chief Comments (If Applicable):**  Click here to enter text.  Approved: Date: Click here to enter a date.  Regional Office Chief  Litigation Division  Office of the Attorney General |
| **Section Chief Comments (Subject Matter Section):**  Click here to enter text.  Approved: Date: Click here to enter a date.  Section Chief  Litigation Division  Office of the Attorney General  **(Instructions: Send Completed form electronically to:** [**AppealsSectionChief@ag.louisiana.gov**](mailto:AppealsSectionChief@ag.louisiana.gov)**) with a copy to** [**LitigationReportTracking@ag.louisiana.gov**](mailto:LitigationReportTracking@ag.louisiana.gov)**)** |

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| **Appeals Section Chief Comments:**  Click here to enter text.  Approved: Date: Click here to enter a date.  DAVID COFFEY,Section Chief  Appeals Section, Litigation Division  Office of the Attorney General  **(Instructions: Send Completed form electronically to:** [**ORMSF6@la.gov**](mailto:ORMSF6@la.gov) **with a copy to** [**LitigationReportTracking@ag.louisiana.gov**](mailto:LitigationReportTracking@ag.louisiana.gov)**)** |
| **Office of Risk Management Comments:**  Click here to enter text.  Approved: Date: Click here to enter a date.  JOSEPH M. ROUSSEL  Assistant Director for Litigation Management  Office of Risk Management  **(Instructions: Send Completed form electronically to:** [**LitigationReportTracking@ag.louisiana.gov**](mailto:LitigationReportTracking@ag.louisiana.gov) |
| **Litigation Deputy Director Comments:**  Click here to enter text.  Approved: Date: Click here to enter a date.  ANDRÉ C. CASTAING  Deputy Director, Litigation Division  Office of the Attorney General  **(Instructions: Send Completed form electronically to:** [**LitigationReportTracking@ag.louisiana.gov**](mailto:LitigationReportTracking@ag.louisiana.gov)**)** |