

<b>ORDER TO TRANSFER FIREARMS AND SUSPEND HANDGUN PERMIT</b>	24TH JUDICIAL DISTRICT COURT
	PARISH/CITY OF JEFFERSON
DEFENDANT (PRINT NAME)	DIVISION: _____ DOCKET: _____
DATE OF BIRTH: _____ RACE: _____ SEX: M F	FILED: _____ CLERK: _____

**THIS MATTER** having come before the undersigned Judge, the court renders the following order:

That PURSUANT TO TITLE 35 OF Code of Criminal Procedure Arts 1000 through 1003, LA R.S. 14:95.10 AND OR LA R.S 46:2136.3, and Federal Law 18 U.S.C. 922(g)(8) the defendant is hereby ordered to transfer all firearms in his/her possession and the defendant's concealed handgun permit is hereby suspended.

**C.Cr.P. Art 1000** "Firearm" means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, black powder weapon, or assault rifle which is designed to fire or is capable of firing a fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

1. Do you have a concealed handgun permit Yes \_\_\_\_\_ No \_\_\_\_\_ If yes permit # \_\_\_\_\_
2. Do you have possession of firearm(s) No \_\_\_\_\_ [If no continue to statement of defendant.]  
Yes \_\_\_\_\_ [If Yes, continue to question 3.]

3. Firearm(s) Information

Number of Firearms	Type of Each Firearm	Location of Each Firearm

The defendant shall transfer any and all firearm(s) in his/ her possession, control or custody including, but not limited to the firearm(s) described above. The defendant shall transfer all of his/ her firearm(s) within 48hrs of the issuance of this order. If defendant is in custody the transfer must be within 48hrs from the time of release. The defendant shall within **10 days** of transferring firearm(s) file the Proof of Transfer form with the clerk of court of the parish in which the order was issued. If the defendant possesses a concealed handgun permit, the concealed handgun permit is hereby suspended.

Is defendant in custody at the time of the issuance of this order? YES \_\_\_\_\_ NO \_\_\_\_\_

Date of order ____/____/____ Month/ day/ year	Time of order _____am/pm	SIGNATURE OF JUDGE
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Date of release ____/____/____ Month/ day/ year	Time of release _____am/pm	SIGNATURE OF RELEASING OFFICIAL
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**STATEMENT BY DEFENDANT:** I HAVE READ THIS ORDER AND I understand that if I violate this order by failing to transfer my firearm(s) in a timely manner, I can be arrested and punished for contempt of court. I also understand that if I am in possession of a concealed handgun permit this permit is hereby suspended.

\_\_\_\_\_  
Signature of Defendant

\_\_\_\_\_  
Date/ Time



# IMPORTANT INSTRUCTIONS TO DEFENDANT

Pursuant to a court order, you must transfer all firearm(s) in your possession and the transfer of firearms must be supervised by the Jefferson Parish Sheriff's Office (JPSO). If you do not possess firearms or transferred all firearms in your possession prior to the issuance of the order to transfer, you must complete a Declaration of Non-Possession of Firearm(s).

## FOLLOW THESE INSTRUCTIONS TO TRANSFER FIREARMS:

### **DO NOT BRING FIREARMS INTO SHERIFF'S OFFICE BUILDINGS.**

1. Immediately contact JPSO by dialing 911 to initiate the "Proof of Transfer" process. Inform the call taker that the court has ordered you to transfer your firearm(s) and that you are requesting a deputy to oversee the transfer. You must disclose the following:
  - a. Full name and date of birth
  - b. The method of transfer you wish to utilize
  - c. The number and brief description of guns to be transferred
  - d. Your contact information, so that you may be reached by the responding deputy
  - e. The location in which you request the transfer to take place
  
2. When you contact the JPSO to schedule your transfer you must be prepared to choose from the following transfer options:
  - a. Allow the Sheriff's Office to oversee a third party transfer of firearms.
  - b. Allow the Sheriff's Office to oversee the legal sale of the transferred firearms to a third party through a licensed firearms dealer.
  - c. The Sheriff's Office may store the transferred firearms for a fee that must be paid prior to the firearms being returned.
    - i. Fee of \$200 for 1-10 guns
    - ii. Fee of \$100 for each group of 10 guns beyond the first 10 guns

Based on the method of transfer chosen, the call taker or responding deputy will provide you with additional information.

A fee will be assessed by the JPSO to store any firearms, oversee the legal sale of the transferred firearms, or to transfer firearms to a contracted storage facility. Transferred firearms may be held until all outstanding fees are collected.

If a third party transfer option is chosen pursuant to state law, a Third Party Transfer of Firearm(s) Acknowledgement form must be completed and provided to JPSO at the time of transfer. This form notifies the third party of the relevant state and federal laws and consequences for noncompliance.

For the safety of the deputy and all those involved in any transfer, the following must occur:

- a. All firearms shall be unloaded prior to the deputy's arrival.
  - b. The transferor or any third party shall not be in possession of any firearm when the deputy arrives on scene.
  - c. The transferor or any third party shall not attempt to handle any firearm while the deputy is on scene.
  - d. The transferor or any third party shall listen and adhere to all lawful instructions given by the deputy throughout the transaction.
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3. If you choose to transfer firearms to JPSO, follow the procedures below:
    - a. You will be given specific instructions by the responding deputy, prior to the deputy's arrival. You must comply with all lawful instructions prior to and throughout the transfer.

If you possess a Concealed Handgun Permit you must contact the Louisiana State Police so that permit can be suspended.

YOU are required to file the Proof of Transfer Form with the issuing Clerk of Court within ten days of the transfer (exclusive of legal holidays only).

**YOU ARE RESPONSIBLE FOR COMPLYING WITH THE CONDITIONS OF THE COURT ORDER WITHIN 48 HOURS.**

**THIRD PARTY TRANSFER OF FIREARM(S) ACKNOWLEDGEMENT FORM**

**I. DEFENDANT/LITIGANT/PROHIBITED POSSESSOR**

I, \_\_\_\_\_, do hereby acknowledge that I am prohibited from possessing  
(PRINT FULL NAME AND DOB OF DEFENDANT/LITIGANT/PROHIBITED POSSESSOR)  
firearms and/or firearms ammunition pursuant to Louisiana State and Federal laws, including, but not limited to, violations of  
**La. R.S. 14:95.10, 14:95.1, 46:1846 (including Title 46, et seq.), 14:79, and potentially any violation against a family member, household member, or dating partner as defined in 14:35.3, 14:34.9 and Title 46.** A violation of **La. R.S. 14:95.10** is punishable by a term of one to twenty years in prison and a fine of \$1,000 to \$5,000. **In addition to the State law prohibitions, under Federal law the Defendant/Litigant/Prohibited Possessor is prohibited from possessing firearms and ammunition pursuant to the United States Code Title 18, Section 922. A violation of Federal law (18 USC 922(g)(8)&(9)) is punishable by a term of five to ten years in prison, and a fine of not more than \$250,000.**

**II. THIRD PARTY TRANSFEREE**

I, \_\_\_\_\_, do hereby affirm that I am legally eligible to possess firearm(s). I further  
(PRINT FULL NAME OF THIRD PARTY TRANSFEREE)  
affirm that I do not reside with the **Defendant/Litigant/Prohibited Possessor.** Pursuant to Louisiana law and Federal law, I am prohibited from returning any firearm(s) to **Defendant/Litigant/Prohibited Possessor**, or any other person known to be a prohibited possessor. Such a violation is punishable pursuant to **La. R.S. 14:95.1.4**, which is a term of up to one year in prison and/or a fine up to \$2,500.

I, \_\_\_\_\_, hereby acknowledge that I shall not return any firearm(s) to  
(PRINT FULL NAME OF THIRD PARTY)  
\_\_\_\_\_ without a written Court Order pursuant to Louisiana Title XXXV, Article  
(PRINT FULL NAME OF DEFENDANT/LITIGANT/PROHIBITED POSSESSOR)  
1002 (D)(3).

**This transfer does not alter ownership rights to the listed firearm(s).** In the event that I become ineligible to possess firearms and/or choose not to possess the listed firearm(s), I will contact the Sheriff's Office to arrange alternative storage. It is my responsibility to notify the owner of my decision. I hereby acknowledge and agree to take possession of

\_\_\_\_\_ firearm(s) from the **Defendant/Prohibited Possessor** as listed below:  
(TOTAL NUMBER OF FIREARMS)

MAKE	MODEL/CALIBER	SERIAL NUMBER
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

(CONTINUE ON THE NEXT PAGE IF NECESSARY)

\_\_\_\_\_  
Signature of Third Party/Transferee      Date

\_\_\_\_\_  
Signature of Defendant      Date  
(Defendant/Litigant/Prohibited Possessor)

\_\_\_\_\_  
Witness      Date

**THIRD PARTY TRANSFER OF FIREARM(S) ACKNOWLEDGEMENT FORM ADDENDUM**

Defendant/Litigant/Prohibited Possessor: \_\_\_\_\_

DOCKET NO. \_\_\_\_\_

Third Party/Transferee: \_\_\_\_\_

MAKE	MODEL/CALIBER	SERIAL NUMBER
5. _____	_____	_____
6. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____
26. _____	_____	_____
27. _____	_____	_____
28. _____	_____	_____
29. _____	_____	_____
30. _____	_____	_____
31. _____	_____	_____
32. _____	_____	_____
33. _____	_____	_____
34. _____	_____	_____
35. _____	_____	_____

Defendant Initial  Third Party Initial