

Date: \_\_\_\_\_

Jefferson Parish Clerk of Court  
24<sup>th</sup> Judicial District Civil Records Department  
P.O. Box 10  
Gretna, LA 70054-0010

Re: \_\_\_\_\_ vs. \_\_\_\_\_  
Case No. \_\_\_\_\_ Div. \_\_\_\_\_

Pursuant to La. C.C.P. Art. 1235.1, please issue personal service on  
**WARDEN** \_\_\_\_\_ or **their designee** for that shift,  
at the following address:

\_\_\_\_\_ **Detention Center**  
\_\_\_\_\_ **Address**  
\_\_\_\_\_, **LA** \_\_\_\_\_ **zip**

For your convenience, I have attached a copy of the statute. **Furthermore C.C.P. Art 1235.1(B) requires the person who serves the petition to execute an affidavit.** The affidavit must be attached to the citation and sent to court.

Thank you for your cooperation in this matter. If you have any questions, please do not hesitate to call our office at (504) 581-4043.

Sincerely,

\_\_\_\_\_ **Name**  
\_\_\_\_\_ **Address**  
\_\_\_\_\_, **LA** \_\_\_\_\_ **zip**

La. CCP Art. 1235.1. Service on incarcerated person

A. Service is made on a person who is incarcerated in a jail or detention facility through personal service on the warden or his designee for that shift. The warden or his designee shall in turn make personal service on the person incarcerated.

B. When requested by the petitioner or mover, proof of service may be made by filing in the record the affidavit of the person serving the citation and pleadings on the person who is incarcerated.

C. Personal service on the person incarcerated as required by Paragraph A of this Article shall be made promptly, but in no event shall it be made later than ten days after service upon the warden or his designee. If, for reasons beyond the control of the warden, such personal service cannot be accomplished by the tenth day, then on the next day or as soon as it is apparent that such personal service cannot be accomplished, the warden or his designee shall note the inability to serve on the citation or pleadings and return the citation or pleadings to the issuing court.

D. Service as provided in Paragraph A of this Article shall be deemed to be accomplished on the date of personal service shown by the affidavit specified in Paragraph B of this Article, or if no such affidavit is timely received, nor a return by the warden or his designee in Paragraph C of this Article indicating a lack of personal service, then service is deemed to be accomplished ten days after service upon the warden or his designee under Paragraph A of this Article.