

**ORLEANS PARISH CRIMINAL DISTRICT COURT  
MAGISTRATE COURT**

**PROCEDURES FOR FILING MOTIONS FOR  
BOND REDUCTION/MODIFICATION/REVOCAION  
AND SCHEDULING HEARINGS**

1. Movers shall file such Motions and provide the Court and the State/Defense at least 48 hours written notice. However, Movers are encouraged to file such Motions more than 48 hours in advance.
2. The procedure for filing is as follows:
  - a) File Motions in M2 for M4 or M5.
  - b) File in M3 for M5 or Friday for any section.
  - c) File in M4 for Friday for any section. File in M5 for M2.
3. Motions filed in M1 should be filed two days in advance and served in open court.
4. The minute clerk will add the defendant to the docket/jail list for the appropriate section.
  - a) The minute clerk will also send one copy of the pleading to the Clerk's office and place a copy in the Commissioner's mailbox in the Magistrate office.
5. If another commissioner sets the original bond, e.g. because of a scheduling change or following a Gwen's Law hearing, then either section may hear the motion.

Note, this does not apply if the defendant was placed on an Ankle Monitor.

6. Motions to Remove an Ankle Monitor and Motions to Modify Conditions of Electronic Monitoring must be filed in the section that set the bond conditions.
7. If the Defendant has multiple cases, all cases may be heard by the Commissioner that set the initial bond.
8. To ensure efficiency and under exigent circumstances, **by consent** of the commissioners, ANY commissioner can reconsider a previously set bond by the original section or from the commissioner that set the bond.