

# **SETTING CONFERENCE PROCEDURE FOR DIVISION B JUDGE CHUCK R. WEST**

TRIAL SETTING CONFERENCES is to determine the approximate length of trial and to select a trial date. Where desirable, a Pre-Trial Conference date will also be selected in close proximity to the trial date.

The parties requesting this conference is to provide this office by CORRESPONDENCE with the following:

1. List of ALL counsel, including name, address, and telephone number;
2. Approximate length of trial;
3. State whether matter is a BENCH or JURY Trial.

## **ALL CONFERENCES ARE SET AS PHONE CONFERENCES WITH MY JUDICIAL ASSISTANT**

Once the request is received by this office and Telephone Setting Conference will be set and all parties will receive a letter advising of the date and time.

### Contact Information:

**Claudia Douget**

Judicial Administrative Assistant  
13<sup>th</sup> JDC, Division B

Ph. (337) 363-5608

Fax (337) 363-5887

E-mail: [cdouget@13thjdc.com](mailto:cdouget@13thjdc.com)

**MAILING ADDRESS:** Post Office Box 1017  
Ville Platte, LA 70586