

DIRECTORY · LAKE CHARLES

Official Offices in Lake Charles: City, Parish and Immigration 2026

The parish governing body is called a police jury, and that term is not uniform in this state. We do not publish street addresses for federal immigration offices; court addresses can be printed, and one division of the state's western federal district sits in this city.

SHORT ANSWER

There is an incorporated municipality here: officially the **City of Lake Charles**, with city hall at **326 Pujo Street, Lake Charles, LA 70601** and a main line of **337-491-1200**; it has a mayor, a **city administrator** and a **council elected from seven districts**. **On the parish side there is a term distinction that needs care:** the governing body of Calcasieu Parish is called a **police jury**. In another parish of this state the body is a **parish council** with a **parish president**, and in two large cities there is consolidated government. **Use the institution's own term**. **On the federal side we deliberately print no addresses; court addresses can be printed** and the state has **four immigration courts**.

The city: who does what

- **City hall:** 326 Pujo Street, Lake Charles, LA 70601. Main line **337-491-1200**.
- **The council is elected from seven districts**, lettered A through G, and the council has a **clerk of the council**.
- **Regular meetings fall on the first and third Wednesday** of each month; the agenda meeting is held the preceding Tuesday.
- **Speaking at a meeting requires filling out a form in advance**, and material to be shown at a meeting must be delivered to the council clerk **at least 24 hours** beforehand. If you will speak on a zoning or neighborhood matter, put both rules on your calendar.
- **The city's departments:** animal services, community development, fire, legal, the permit center, planning and development, property standards, police, public works (containing streets, drainage, traffic, **transit, wastewater, water** and **solid waste**), the water business office and the **Ward 3 Marshal**.
- **We leave the term Ward 3 Marshal as it stands**. In this state it is the title of an officer attached to a city court who handles service and execution; a generic translation **sends you to the wrong door**.

The parish: the body is a police jury

- **The parish governing body is the Calcasieu Parish Police Jury**. That name appears in the customer record of the state's official code publisher and in the list of institutions represented by the parish sales tax office.

- **A comparison, because you may be arriving from another Louisiana guide:** in another parish of this state the body is a **parish council** with a **parish president**; in two large cities the city and the parish are under **consolidated government. We use a generic label for none of them.**
- **The parish is not one door but five:** parish government, the police jury, the Clerk of Court, the sheriff's office and the emergency call center, each with its own official domain.

Which task sits where

YOUR TASK	THE DOOR
Water, sewer and trash	The city's own departments; water line 337-491-1307 , trash 337-491-1220
Zoning, building permits, junk vehicle and tall grass complaints	The city permit center: 326 Pujo Street, seventh floor, 337-491-1294
Law enforcement inside the city	The city's police department
Property records, marriage licenses, court clerk	The parish Clerk of Court
Property tax assessment	The parish assessor. We could not verify who the collector is for this parish; look at the institution named on your first bill
Sales tax returns	The parish sales and use tax office
School enrollment	The parish school board: 3310 Broad St., Lake Charles, LA 70615 · 337-217-4000
Libraries	The parish library system
Disaster and evacuation	The city and the parish separately; the parish emergency agency is 337-721-3800
Contractor licensing	A state board's job, not the city's; the city states this plainly on its own page
Document certification and apostilles	The commissions division of the state's office of the secretary of state: P.O. Box 94125, Baton Rouge, LA 70804-9125 · courier 8585 Archives Ave., Baton Rouge, LA 70809 · 225.922.0330

A MAILING ADDRESS DOES NOT PROVE WHICH GOVERNMENT YOU BELONG TO

- The city name on your envelope does not prove which government you belong to. Elsewhere in the state this trap was measured **in both directions**, and one city states it plainly on its own page: **the mailing address does not tell the whole story**.
- **What it means here:** whether you are inside the city limits or in the parish's unincorporated area changes **your sales tax rate**, who collects your trash, where you get a building permit, the lines on your property tax bill and your law enforcement door.
- **And inside the city there are three development districts with different rates.**
- **How to verify:** find the parcel on the city's mapping site, check the sales tax rate with the address-based official tool, look for city lines on your property tax bill, and look at who you pay the water bill to. **Do this before you sign a lease or make an offer.**

The federal immigration side: tools instead of addresses

YOUR QUESTION	TOOL
What stage is my application at	The immigration agency's own online case status system
When and where is my appointment	The agency's own appointment system and the notice sent to you
My court case and hearing date	The court agency's automated case information system: acis.eoir.justice.gov
Which facility is my relative held in	Federal immigration enforcement's online detainee locator
Forms and fees	The agency's own forms pages; do not learn a fee from a third party

- **Why we print no addresses:** the office and appointment regime of federal immigration agencies changes often; an address printed in a guide can send a reader to the **wrong door** months later even if it was right the day it was published. **Do not rely on address lists published by third parties**, especially sites that appear in search results and ask for a fee.
- **Who may represent you:** only **an attorney admitted to a bar** or an **accredited representative** of a recognized organization. **A notary, a consultant or a translation office cannot represent you**, and the broad authority of a notary in this state does not change that.
- **One practical note specific to Lake Charles:** a trip from here to a federal appointment or a consular task can be long, and **there is no nonstop international flight from here**. **Plan the travel together with the appointment** and, if you can, finish more than one task on the same trip.

The 100 air mile zone: the regulation's own parameter

- The term **external boundary** covers the **land borders and the territorial waters** of the United States; territorial waters are defined as **12 nautical miles** from the baselines determined under international law.
- The term **reasonable distance** is defined as **100 air miles** from any external boundary, **or a shorter distance** set by the relevant chief patrol agent.

- **So 100 air miles is a ceiling, not a floor.** If in unusual circumstances a longer distance is considered reasonable, the matter is reported to headquarters.
- The factors to be weighed are also written out: **topography, confluence of arteries of transportation, density of population, possible inconvenience to the traveling public**, the means of transportation used and reliable information about movements.
- **What we deliberately do not do:** we do not derive distances from a map and we do not write that a given part of the city is inside the zone. **Louisiana is a coastal state** and the parameter runs from the water as well; **we did not measure the zone's actual geographic coverage in this state. No border agency address appears in this document.**

The four immigration courts in the state

COURT	ADDRESS	INSIDE A FACILITY?
New Orleans Immigration Court	One Canal Place, 365 Canal Street, Suite 500, New Orleans, LA 70130	Its page does not say
Baton Rouge Immigration Court	451 Florida Street, Suite 500, Baton Rouge, LA 70801	Its page does not say
LaSalle Immigration Court	830 Pine Hill Road, Jena, LA 71342	Yes, its own page says so
Oakdale Immigration Court	1900 E. Whatley Road, Oakdale, LA 71463	Its page does not say

- **All four are open on weekdays and closed on federal holidays**, and all four pages carry this sentence: You do not need to notify the immigration court in advance of your visit.
- **Hearings are open to the public**, with the limited exceptions specified in law. **Observers are asked to watch a hearing in the courtroom, in person**; that is the agency's own guidance.
- **A hearing for an unrepresented person is held in person by default.**
- **The rules of the court inside a detention facility: cell phones are not admitted without the approval of facility management**, all visitors pass through a **metal detector**, **food and drink** are prohibited without the judge's permission, and **cameras and recording devices are prohibited**. Another court's page states that visitors pass through a **bag search** and that filings by fax or electronic transmission are accepted only when the court asks for them.
- **An honest limit: we could not measure which area each of the four courts covers**; none of their pages lists a jurisdiction or a set of parishes. **The court named on the document sent to you is the one with jurisdiction.**
- **One more item we could not measure:** no facility-specific visitor rule was found for how **relatives** attend a hearing inside a facility. **Call the court before you go.**

Two tools, two separate questions

QUESTION	TOOL	WHAT YOU NEED
Where is the case, when is the hearing	The court agency's automated case information system	The case number and nationality
Which facility is the person held in	The detainee locator	The case number or full name; country of birth is required in either case

- **The case information system's own warnings:** not all cases or all information about a case is shown; the system is provided **for convenience only**, and **what controls is the documents the court sends you**.
- **An honest limit on the detainee locator:** we could not read the tool's own text firsthand, as the agency's site was unreachable. Known rules: if the case number is shorter than nine digits a zero is added in front; the number is usually in the **upper right corner** of the charging document; a name search must match the spelling **exactly**; the system shows only people **currently in custody or released within the last 60 days**; **people under 18 do not appear**. The tool is free.
- **Do not confuse the two**, and **write the case number down in advance**; keep a copy with a second person in the family.

Federal court geography and the order of appeals

- **An item that touches Lake Charles directly:** the state's **western federal judicial district** lists five divisions on its own page, and **one of them is Lake Charles**. **We did not measure the full list of which parish falls in which district**; but having a federal court division in this city can mean a **shorter road** on the federal litigation path. **That is geography, not legal advice**.
- An appeal from an immigration court decision goes **first to the board of immigration appeals**; the federal court of appeals is the stage after that. **We did not separately verify this sequence from the agency's own page**; ask your attorney.
- **The Fifth Circuit Court of Appeals sits in New Orleans** and states on its own page that it hears appeals from the federal district courts in Louisiana, Mississippi and Texas. The clerk's office is at F. Edward Hebert Building, 600 S. Maestri Place, New Orleans, LA 70130.
- **In the state courts, interpreters are provided at no cost for parties and witnesses and the court pays**. The request is made before the hearing, to the court or its language access coordinator. **Brochures are published in six languages and Turkish is not among them**; **whether a Turkish court interpreter is registered in this state could not be verified**. **Submit your request before the hearing and in writing**.

WHAT WE COULD NOT MEASURE, AND FOUR RULES AGAINST FRAUD

- **The number, names and capacity of detention facilities in the state could not be measured.** The institutions' own pages were unreachable from this network and the figures in the press **conflict with each other. We do not present a secondary, conflicting figure to you as a fact.**
- **The geographic jurisdiction of the four immigration courts could not be measured.**
- **No official agency calls you to ask for payment by phone** or has you pay through a link in a text message.
- **Pay no one who says they will speed up your case, and ask for a copy of everything you sign;** do not sign a blank form. Fees are published on the agency's own page.

- 1 Write down the date, time, address and name of the court on your notice.** If the address on the notice conflicts with one you read online, **the notice controls.**
- 2 If your address changes, do not delay the immigration report; a move inside the same city can require one too, and mail forwarding does not substitute for it.**
- 3 If you need an interpreter, file the request before the hearing and in writing.**
- 4 Unless you are told otherwise in writing, go to the courtroom if you have no attorney;** when going to a court inside a detention facility, go knowing **you will not be able to take your phone inside.**
- 5 Keep originals in one place and copies in another, and put copies in the evacuation bag;** this is hurricane country.
- 6 Missing a hearing costs more than anything else in this document:** a removal order entered in absentia is very hard to undo.



TRKISH-SPEAKING IMMIGRATION ATTORNEY IN LAKE CHARLES

Have a question about your immigration status?

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