

For your best interest, the Clerk of Court is providing you a list of important reminders to successfully complete your Voluntary Transfer of Custody (VTC).

- 1. A certified copy of a Birth Certificate is required for each child listed on the Petition.**
- 2. A current phone number and copy of identification is required for each adult listed on the Petition.**
- 3. A filing fee of \$300 is required at the time of filing.**
- 4. Completed form must be notarized with signature and stamp where applicable.**
- 5. All information must be printed legibly with complete addresses for all persons listed in the Petition.**
- 6. A \$255 Home Study fee must be paid to the bookkeeper at Juvenile Court immediately after the Petition is filed with the Clerk's office.**

Please check that all requirements have been made prior to the filing of the Petition.

Thank you!

IN THE INTEREST

OF THE MINOR CHILD(REN)

:

:

:

:

:

NUMBER

JUVENILE COURT

CADDO PARISH, LOUISIANA

PETITION FOR VOLUNTARY TRANSFER OF CUSTODY

The

petition

of

(all legal custodians of the child unless otherwise indicated in Paragraph III of the petition), domiciled in the parish of , respectfully represent(s):

1.

That petitioner(s) reside at the following address(es):

.

2.

That petitioner(s) is/are related to the minor child as . (Mother, father, grandparent...)

As indicated on the **CERTIFIED COPY** of the child(ren)’s **BIRTH CERTIFICATE attached hereto.**

3.

The minor child(ren) at issue in these proceedings is/are:

Name	DOB
Name	DOB
Name	DOB
Name	DOB

4.

The name and address of the **mother** of the child(ren):

Name

Address

Telephone Number

5.

The name and address of the **father** of the child(ren):

Name

Address

Telephone Number

6.

The name and address of all **other legal custodians** of the child(ren):

Name

Address

Telephone Number

7.

Is there any judgment awarding legal custody of the minor children to any person?

___ Yes ___ No

8.

If yes, please provide the following information:

Name of court where proceedings filed:_____

Date of Judgment:_____

Terms of Custody Judgment:_____

As indicated in **JUDGMENT attached hereto.**

9.

That a (___) mother (___) father (___) legal custodian, namely _____

Name and relationship

_____ is unable to join in this petition for the following reasons:

_____.

10.

That petitioner(s) desire(s) to knowingly and voluntarily transfer custody of the above named child(ren) to _____, which individual(s), institution or agency reside(s) at the following address and telephone number:

and who have the following relationship with the child(ren):

_____.

11.

That petitioner(s) desire(s) to transfer ____ physical custody **OR** ____ legal custody **OR** ____ guardianship of the person of the child(ren) (**indicate one**) for the period of time _____ (specify intended duration) in accordance with the following terms and conditions:

_____ (may include provisions for support and/or visitation).

12.

That petitioner(s) desire(s) this transfer of custody for the following reasons: _____

_____.

13.

Has the Department of Children and Families, Office of Community Service, or Child Protective Services recommended to you that this petition be filed?

Yes

No

14.

If yes, state the name of the Department of Children and Families worker making the recommendation and the reasons for the recommendation with particularity.

Name: _____

Reasons: _____

_____.

15.

If the Department of Children and Families has recommended that this petition be filed, you have a right to counsel. Have you consulted with an attorney?

Yes

No

16.

That _____ has/have agreed to and does/do desire to accept custody of the child(ren) to the extent and under the terms and conditions stated in this petition, as more fully appears in the attached **AFFIDAVIT OF ACCEPTANCE**, attached hereto.

17.

The Petitioner _____ does _____ does not desire that an attorney at law be appointed as **CURATOR** to represent _____ who is/are an absentee and/or unknown parents/legal custodian.

WHEREFORE, petitioner(s) pray(s) that after hearing, there be judgment herein transferring custody of the child(ren) _____, to the extent, and under the terms and conditions set forth in this petition.

*****IF IN PROPER PERSON, PETITION SHOULD BE SIGNED IN PRESENCE OF A NOTARY

Signature of Petitioner(s) or counsel for Petitioner(s)

Address of Petitioner(s) or counsel for Petitioner(s)

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS THE _____ DAY OF
_____, 20____.

NOTARY PUBLIC

***REQUIRED ATTACHMENT:**

- (1) Certified copy of birth certificate for each child Petitioner seeks to transfer.**
- (2) Copy of any prior judgments awarding custody of the minor child(ren).**

PLEASE SERVE:

___ Father (name and address):

___ Mother (name and address)

___ New Custodian (name and address):

___ Department of Children and Families
1525 Fairfield Avenue, Room 424
Shreveport, Louisiana 71101
(Service only required if petitioner answered yes in Paragraph 13)

___ Attorney for Parents (name and address):

___ Attorney for Children (name and address):

Please Notify with Certified Copy:

___ Licensed Social Worker (name and address):

STATE OF LOUISIANA:

PARISH OF CADDO

AFFIDAVIT OF VERIFICATION

BEFORE ME, the undersigned authority, a Notary Public duly commissioned, qualified and acting in
for State and Parish aforesaid, personally came and appeared: _____
who, after first being duly sworn, did depose and state:

Affiant is the petitioner in the foregoing petition and that he/she has read all of the allegations of fact
contained therein and that all of the allegations contained in this petition are true and correct to the best of his/her
knowledge, information and belief.

AFFIANT

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS THE ____ DAY OF _____, 20____.

NOTARY PUBLIC

*******TO BE SIGNED IN PRESENCE OF A NOTARY PUBLIC**

IN THE INTEREST	:	NUMBER_____
	:	
OF THE MINOR CHILD(REN)	:	JUVENILE COURT
	:	
_____	:	CADDO PARISH, LOUISIANA

AFFIDAVIT OF ACCEPTANCE

BEFORE ME, the undersigned Notary Public, personally came and appeared:

_____, individual(s) **OR** a representative of _____ (name of agency or institution) who, being first duly sworn, did depose and state:

That affiant is a person of the full age of majority and resides at _____

(address of individual(s), agency, or institution) in _____ Parish, Louisiana.

That affiant does knowingly and voluntarily accept _____ physical custody **OR** _____ legal custody **OR** _____ guardianship of the person of the child(ren) (**indicate one**) of _____

(name(s) of child(ren) for the period of time _____

(specify intended period in accordance with the following terms and conditions:

(may include provisions for support and/or visitation).

AFFIANT

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS THE _____ DAY OF _____ ,

20____.

NOTARY PUBLIC

IN THE INTEREST

OF THE MINOR CHILD(REN)

:

:

:

:

:

NUMBER _____

JUVENILE COURT

CADDO PARISH, LOUISIANA

ORDER

CONSIDERING THE FOREGOING PETITION:

IT IS ORDERED THAT:

- A. This matter be set for hearing on the _____ day of _____, 20____, at _____ a.m./p.m. in Division _____ of Caddo Parish Juvenile Court, 1835 Spring Street, Shreveport, Caddo Parish, Louisiana.
- B. _____ is appointed as curator to represent the absent _____ and a copy of the petition be served on this person through appointed counsel.
- C. _____ is appointed to represent the minor child(ren) _____ and a copy of the petition be served through appointed counsel.
- D. IF DCFS IS INVOLVED, _____ is appointed to represent mother; and _____ is appointed to represent father in accordance of La Ch C arts. 1517 (a) and (e), 607, and 608.
- E. _____, Licensed Social Worker shall be notified by a certified copy of the petition and all exhibits.
- F. _____ shall investigate the proposed placement and submit a home study of its findings to the Court pursuant to LSA – Ch. C. Art. 1518, not later than the _____ day of _____, 20____; and the cost of the home study shall be placed upon mover.

THUS DONE AND SIGNED in Chambers, on this the _____ day of _____, 20____, in Shreveport, Caddo Parish, Louisiana.

JUDGE

*Birth certificate attached

____ Yes

____ No

*Custody Judgment attached

____ Yes ____ N/A

____ No

IN THE INTEREST	:	NUMBER _____
	:	
OF THE MINOR CHILD(REN)	:	JUVENILE COURT
	:	
_____	:	CADDO PARISH, LOUISIANA

J U D G M E N T

THIS MATTER comes on this day for hearing on the issue of a Voluntary Transfer of Custody of the minor child(ren), _____ to the accepting parties, _____ present in person; the petitioner(s), _____ present in person; the curator ad hoc (if necessary), _____, present in person on behalf of the absentee parent/custodian, _____ Other persons present and their relationship child(ren):_____.

It appearing to the court that all parties necessary for this adjudication are present in person or through counsel; and further finding the law and evidence to be in favor hereof, for reasons this day orally assigned;

IT IS ORDERED, ADJUDGED AND DECREED that:

- A. The transfer of custody of the minor child(ren), _____, from the petitioner(s), to the acceptor(s) of custody, _____ is made knowingly and voluntarily.
- B. There is a factual basis to support the purpose stated in Paragraph 6 of the Petition for Voluntary Transfer of Custody attached hereto.
- C. The parties have been fully advised and understand the nature of this transfer of custody and the respective rights of the parties, in accordance with Paragraph 5 of the Petition for

Voluntary Transfer of Custody attached hereto.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that this Court finds as fact that this transfer of custody is in the best interest of the child(ren) named herein.

IT IS FURTHER ORDERED that the rights are reserved of any parent or legal custodian upon whom service was not obtained and for whom no curator was appointed.

IT IS HEREBY ORDERED that funds collected and held for the home study completed on the _____ should be released and paid to _____ for services rendered per Court's order.

RENDERED AND SIGNED in Open Court in Shreveport, Caddo Parish, Louisiana, this day of _____, 20_____.

JUDGE, JUVENILE COURT FOR CADDO PARISH