

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)
_____(DOB) ____/____/____
_____(DOB) ____/____/____
_____(DOB) ____/____/____

DOCKET NO. _____
JUVENILE COURT FOR
CADDO PARISH, LOUISIANA

PETITION FOR VOLUNTARY TRANSFER OF CUSTODY

The Petition of _____ (DOB) ____/____/____ {all legal custodians of the child(ren) unless indicated in Paragraph III of the Petition}, domiciled in the Parish of _____, respectfully represent(s):

I.

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

II.

That Petitioner(s) is/are the parent(s) and legal custodian(s) of the minor child(ren), namely:

_____(DOB) ____/____/____
_____(DOB) ____/____/____
_____(DOB) ____/____/____

As more fully appears from the attached certificate(s) of birth.

Is/Are the child(ren) of Native-American heritage/lineage? YES ____ NO ____

III.

That there are no other legal custodians of the child(ren) OR that a legal custodian, namely:

_____(DOB) ____/____/____, is unable to join in this Petition for the following reasons:

_____.

IV.

That Petitioner(s) desire(s) to knowingly and voluntarily transfer custody of the above-named child(ren) to _____ (DOB) ____/____/____, which individual(s), institution or agency reside(s) at the following address(es):

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

V.

That Petitioner(s) desire to transfer physical custody OR legal custody 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).

VI.

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

_____.

Has the Department of Children & Family Services recommended to you that this Petition be filed? YES ____ NO ____

If Yes, please state name of the Department of Children & Family Services worker making the recommendation and the reasons for the recommendation with particularity:

_____.

If the Department has recommended that this Petition be filed, you have a right to counsel. Have you consulted with an attorney? YES ____ NO ____

VII.

That _____ (DOB) ____/____/____ 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.

Wherefore, Petitioner(s) pray(s) that there be a Judgment herein transferring custody of the child(ren): _____ (DOB) ____/____/____

_____ (DOB) ____/____/____

_____ (DOB) ____/____/____

To:

_____ (DOB) ____/____/____

to the extent and under the terms and conditions set forth in this Petition.

(Petitioner signature) _____

(Petitioner address) _____

(If in proper person, Petition should be signed in the presence of a Notary)

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

NOTARY PUBLIC

IN THE INTEREST
OF THE MINOR CHILDREN
_____(DOB) ____/____/____
_____(DOB) ____/____/____
_____(DOB) ____/____/____

DOCKET NO. _____
JUVENILE COURT FOR
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:

The affiant is a person of the full age and majority and resides at:

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

That Affiant does knowingly and voluntarily accept (indicate one) physical custody OR legal custody of the person of the child(ren) of _____ (DOB) ____/____/____

_____ (DOB) ____/____/____

_____ (DOB) ____/____/____

For the period of time of _____ (specify intended period) in accordance with the following terms and conditions (may include provisions for support and/or visitation):

_____.

(Signature of AFFIANT)

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

NOTARY PUBLIC

IN THE INTEREST
OF THE MINOR CHILD(REN)

_____(DOB) ____/____/____

_____(DOB) ____/____/____

_____(DOB) ____/____/____

DOCKET NO. _____
JUVENILE COURT FOR
CADDO PARISH, LOUISIANA

ORDER FOR PETITION FOR VOLUNTARY TRANSFER OF CUSTODY
AS PER LA. CH.C. 1511-1523

CONSIDERING THE FOREGOING PETITION:

IT IS ORDERED THAT:

- A. This matter be set for a hearing on the _____ day of _____, 20_____, at _____ a.m./p.m. in Division _____ of the Caddo Parish Juvenile Court, 1835 Spring Street, Shreveport, Caddo Parish, Louisiana.
- B. _____ is appointed 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 the mother; and _____ is appointed to represent the father, all in accordance with La. Ch. C. Arts. 1517(a) and (e), 607 and 608.
- E. _____ A home study is not needed at this time.
_____ The Court appoints _____ to investigate the proposed placement and submit a home study of its findings to the Court pursuant to LSA Ch. C. Art. 1518, no later than the _____ day of _____, 20 _____, and the cost of the home study shall be placed upon the mover. The Court orders that the Clerk of this court shall notify DCFS with a certified copy of the Petition and all exhibits contained therein.

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

JUDGE, JUVENILE COURT

- *** REQUIRED ATTACHMENTS*****
- 1. Certified Birth Certificate for each child (Clerk shall make a copy for the file and return original Certified Birth Certificate to applicant)
 - 2. Copy of any prior Judgments awarding custody of the minor child(ren)

PLEASE SERVE:

____ (Father’s name and address)

____ (Mother’s name and address)

____ (New custodian’s name and address)

____ (Attorney for children – name and address)

____ (Attorney for parents – name and address)

____ Dept. Children & Family Services

1525 Fairfield Avenue

Rm. 424

Shreveport, LA 71101

(service only required if ordered by Court)

IN THE INTEREST

DOCKET NO. _____

OF THE MINOR CHILD(REN)

JUVENILE COURT FOR

_____ (DOB) ____/____/____

CADDO PARISH, LOUISIANA

_____ (DOB) ____/____/____

_____ (DOB) ____/____/____

JUDGMENT TRANSFERRING CUSTODY

Considering the Petition filed herein by the Petitioner(s) _____,
requesting that custody of the following minor child(ren) whose name(s) and date(s) of birth
is/are: _____ (DOB) ____/____/____
_____ (DOB) ____/____/____
_____ (DOB) ____/____/____

“the Child(ren)”, be transferred to the following custodian(s), whose name(s), date(s) of birth,
and residential address is/are:

_____ (DOB) ____/____/____

_____ (DOB) ____/____/____

And, the Court finding and concluding that:

- 1. The hearing was ____ was not ____ waived by the Court.
- 2. All necessary parties are involved.
- 3. The transfer by Petitioner(s) is knowingly and voluntarily made; and
- 4. There is a legitimate purpose for the transfer and a factual basis to support that purpose;
- 5. The parties have been advised of and understand the nature of and extent of the transfer, including the terms and conditions, and of their respective rights;
- 6. The proposed change of custody is in the best interest of the Child(ren);

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that:

- 1. The Hearing on the Petition was ____ was not ____ specifically waived by the Court;
- 2. The rights of the unknown parents and guardians are reserved;
- 3. Custody of the above-named Child(ren) is/are hereby granted to the above-named Custodian(s) for (duration of custody) _____ or unless specified by the Court.
- 4. The Louisiana Department of Children and Family Services shall be given notice of any request to modify or terminate the Judgment.
- 5. If necessary, a Review of the custody arrangement shall be heard on _____. 20 _____, at _____ a.m./p.m. in Division ____ of the Caddo Parish Juvenile Court, 1835 Spring Street, Shreveport, Caddo Parish, Louisiana.
- 6. Any unused funds remaining in the suit account shall be refunded to the Payer by the Clerk of Court.

JUDGMENT RENDERED in Shreveport, Caddo Parish, Louisiana, this _____ day of _____, 20 ____.

JUDGE, JUVENILE COURT

PLEASE SEND NOTICE OF JUDGMENT TO:

(Mother) _____

(Father) _____

(New Custodian) _____

(Case Worker) _____
Dept. Children & Family Services
1525 Fairfield Avenue
Rm. 424
Shreveport, LA 71101

(Other) _____

