



Orleans Parish Juvenile Court
1100-B Milton Street
New Orleans, Louisiana 70122
Phone 504-658-9563/Fax 504-658-9570

DOCUMENTS NEEDED FOR A VOLUNTARY TRANSFER OF CUSTODY

- ORIGINAL BIRTH CERTIFICATE
- IDENTIFICATION FOR BOTH THE PERSON GIVING AND THE PERSON RECEIVING CUSTODY
- ALL NECESSARY PAGES NOTARIZED
- EITHER THE PERSON GIVING CUSTODY OR THE PERSON ACCEPTING CUSTODY MUST RESIDE IN ORLEANS PARISH
- YOU MUST HAVE THE CONSENT OF BOTH PARENTS, IF BOTH ARE LISTED ON THE BIRTH CERTIFICATE
- **\$165.00 FILING FEE** OR AN IN FORMA PAUPERIS APPLICATION FILLED OUT AND NOTARIZED

INSTRUCTIONAL GUIDE

ORLEANS PARISH JUVENILE COURT

STATE OF LOUISIANA

DOCKET # _____

SECTION _____

IN RE: CHILD(REN) _____

VOLUNTARY TRANSFER OF CUSTODY

OF **CHILD(REN) NAME**

FROM **PETITIONER**

PETITION FOR VOLUNTARY TRANSFER OF CUSTODY

The petition of **PETITIONER** _____, domiciled in the Parish of **ORLEANS** _____, respectfully represent(s):

I.

That Petitioner(s) resides at the following address(es): _____

II.

That Petitioner(s) is/are the parent(s) and/or legal custodian(s) of the minor child(ren), namely _____, whose date of birth is _____ **(add same information for all children subject to the petition)**, as more fully appears from the attached certificate(s) of birth.

III.

That there are no other legal custodians of the child(ren) OR that a legal custodian, namely _____, 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 **PERSON ACCEPTING CUSTODY**, which individual(s), institution or agency reside(s) at the following address: **PERSON ACCEPTING CUSTODY'S ADDRESS**, and who have the following relationship with the child(ren): **RELATIONSHIP**.

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 petitioners desire this transfer of custody for the following reasons:

Has the Department of Children and Family Services recommended to you that this petition be filed?

Yes

No

If yes, state the name of the Department of Children and Family Services worker making the recommendation and the reasons for the recommendation with particularity. (**add the name of the Department worker making the recommendation and the reasons**)

If the department has recommended that this petition be filed, you have the right to counsel. Have you consulted with an attorney?

Yes

No

VII.

That PERSON(S) ACCEPTING CUSTODY 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 judgment herein transferring custody of the child(ren), CHILD(REN) NAME(S), to _____
PERSON ACCEPTING CUSTODY, to the extent and under the terms and conditions set forth in this petition.

**(Signature and address of
Petitioner(s) or Counsel
for Petitioner(s)**

(If in proper person, petition should be signed in presence of a notary.)

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

NOTARY PUBLIC

ORLEANS PARISH JUVENILE COURT

STATE OF LOUISIANA

DOCKET # _____

SECTION _____

IN RE: **CHILD(REN)** _____

VOLUNTARY TRANSFER OF CUSTODY

OF **CHILD(REN) NAME**

FROM **PETITIONER(S)**

AFFIDAVIT OF ACCEPTANCE

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

PERSON ACCEPTING CUSTODY, 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
_____ in _____ Parish, Louisiana.

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

_____ for the period of time _____ in

accordance with the following terms and conditions:

AFFIANT

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

NOTARY PUBLIC

ORLEANS PARISH JUVENILE COURT

STATE OF LOUISIANA

DOCKET # _____

SECTION _____

IN RE: _____

VOLUNTARY TRANSFER OF CUSTODY
OF _____

FROM _____

PETITION FOR VOLUNTARY TRANSFER OF CUSTODY

The petition of _____, domiciled in the parish
of _____, respectfully represent(s):

I.

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

phone number: _____

II.

That Petitioner(s) is/are the parent(s) and legal custodian(s) of the minor children(s),
namely _____, whose date(s) of birth is/are
_____, as more fully appears from the attached certificate(s) of birth.

III.

That there are no legal custodians of the children(s) OR that a legal
Custodian, namely _____, is unable to join in this petition for the
following reason(s):

IV.

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 who have/has 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) for the period of time of _____ in accordance with the following and conditions:

VI.

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

Has the Department of Children and Family Services recommended to you that this petition be filed?

Yes

No

If yes, state the name of the Department of Children and 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 the right to counsel. Have you consulted with an attorney?

Yes

No

VII.

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.

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

Name: _____
Address: _____
Phone: _____

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

NOTARY PUBLIC

ORLEANS PARISH JUVENILE COURT

STATE OF LOUISIANA

DOCKET # _____

SECTION _____

IN RE: _____

VOLUNTARY TRANSFER OF CUSTODY

OF _____

FROM _____

AFFIDAVIT OF ACCEPTANCE

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

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

That affiant is a person of the full age of majority and resides at _____, in the Parish of _____, State of _____. Phone Number: _____.

That affiant does knowingly and voluntarily accept physical custody OR legal custody of the person of the child(ren) of _____ for the period of time _____ in accordance with the following terms and conditions:

AFFIANT

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

NOTARY PUBLIC

ORLEANS PARISH JUVENILE COURT
STATE OF LOUISIANA

DOCKET # _____

SECTION _____

IN RE: _____

VOLUNTARY TRANSFER OF CUSTODY
OF _____
FROM _____

ORDER

Considering the foregoing Petition,

IT IS ORDERED that:

This matter be set for hearing in chambers on the _____ day of _____,
20__ at _____AM/PM.

JUDGE