



**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 NEED TO 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 \_\_\_\_\_.

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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:

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VI.

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

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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