

**IMPORTANT: READ THIS INFORMATION SHEET BEFORE FILLING  
OUT THE FOLLOWING FORMS**  
**INFORMATION SHEET FOR  
VOLUNTARY TRANSFER OF CUSTODY**

**WHO CAN TRANSFER CUSTODY?**

Only a parent can transfer the custody of his or her child.

The custody must be transferred to a non-parent; for instance an aunt, uncle or grandparent or non-relative.

**UNDER WHAT CIRCUMSTANCES CAN THIS COURT **NOT** TRANSFER CUSTODY?**

When there is no parent available to agree to the transfer of custody

When either parent does not want to transfer custody

When another court has granted an order of custody

When there is an open case in the court in which custody has been addressed

**GENERAL INFORMATION**

- Either the parent of the child OR the person accepting custody must live in Jefferson Parish
- You must fill out the attached documents **COMPLETELY** and sign them before a Notary Public (*There is no one at this Court that can notarize the signatures for you*)
  - 1) Petition for Voluntary Transfer – must be filled out and signed by the parent
  - 2) Affidavit of Acceptance – must be filled out and signed by the person accepting custody
  - 3) Certified copy of birth certificate of all children
  - 4) Filing fee of \$50.00, and
  - 5) Affidavit of Additional Information
- After all the documents are filed and the filing fee is paid, the Judge may:
  - 1) Sign the judgment, or
  - 2) Order a hearing

***If you do not have what you need, your petition will be dismissed.***
- You will be notified by mail or by phone of what the Judge decides.

**EXPLANATION OF FORMS ENCLOSED**

- **PETITION**

Both the mother and the father must join in the petition; therefore they are the “petitioners”. If one parent is not available, the reason must be explained in Paragraph III of the Petition.

Paragraph I: Addresses of all petitioners

Paragraph II: Names and dates of birth of all children

Paragraph III: Name and address of legal custodian (*the other parent*) not joining in petition and why not

Paragraph IV: Name and address of the person to whom custody is being transferred

Paragraph V: Indicate level of custody. The choices are as follows:
  - 1) Physical Custody: gives duty and authority to care for the child in the home of the custodian
  - 2) Legal Custody: gives duty and authority to have physical custody and the duty to protect, train, discipline, feed, shelter, educate and provide medical treatment for the child
  - 3) Guardianship: gives the rights and responsibilities of legal custody and having a permanent effect on the life and development of the child and to be concerned for his general welfare
- Must state how long the order will remain in effect
- Must give any terms and conditions, such as visitation and support
- Paragraph VI: State the reason for the transfer of custody
- Paragraph VII: Name the person receiving custody of the child(ren)

STATE OF LOUISIANA  
IN THE INTEREST OF  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOCKET #:  
JUVENILE COURT  
PARISH OF JEFFERSON  
STATE OF LOUISIANA  
SECTION:

**PETITION FOR VOLUNTARY TRANSFER OF CUSTODY**

The petition of \_\_\_\_\_  
\_\_\_\_\_  
*(names of parents go in this blank)*

Domiciled in the Parish of \_\_\_\_\_ respectfully represent:

I  
Petitioner(s) reside(s) at the following address(es):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II  
That petitioner(s) is/are the parent(s) and legal custodian(s) of the minor child(ren),  
namely:  
\_\_\_\_\_  
\_\_\_\_\_  
*(Put names of all children whose custody will be transferred)*

Whose date(s) of birth is/are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

III  
CHECK ONE:  
{ } There are no other legal custodians of the child OR  
{ } There are other legal custodians of the child namely:  
\_\_\_\_\_  
\_\_\_\_\_

Who is/are unable to join in the petition for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV  
Petitioner(s) desires 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 has/have the following phone  
number(s):

_____ Address	_____ City/State/Zip
_____ Home Phone	_____ Work Phone

And who has/have the following relationship with the child(ren):

\_\_\_\_\_

\_\_\_\_\_

V

Petitioner(s) desire(s) to transfer:

CHECK ONE:

Physical custody

Legal Custody

Guardianship

Of: *(Put the name{s} of the child{ren})*

\_\_\_\_\_

\_\_\_\_\_

For the period of time

\_\_\_\_\_

In accordance with the following terms and conditions:

\_\_\_\_\_

\_\_\_\_\_

*(may include visitation and support)*

VI

Petitioner(s) desire(s) to transfer custody for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

VII

That \_\_\_\_\_ has/have agreed to and does  
*(Put the name of the person accepting custody here)*

desire to accept custody of the minor 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 minor child(ren):

\_\_\_\_\_

*(Put the name{s} of the child{ren} here)*

to \_\_\_\_\_

*(Put the name of the person accepting custody here)*

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

\_\_\_\_\_  
Signature of Petitioner or Attorney

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone Number: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME, at \_\_\_\_\_, Louisiana,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

STATE OF LOUISIANA  
PARISH OF JEFFERSON

**AFFIDAVIT OF ACCEPTANCE**

BEFORE ME, the undersigned authority, personally came and appeared:

\_\_\_\_\_  
individual(s) or a representative of \_\_\_\_\_, who  
*(name of agency, if applicable)*

did depose and state that:

Affiant is a person of the full age of majority and resides at: *(State address here)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

in the Parish of \_\_\_\_\_, State of Louisiana.

Affiant does knowingly and voluntarily accept: *(Check one)*

Physical custody                       Legal custody                       Guardianship

of \_\_\_\_\_  
\_\_\_\_\_  
*(Put the names of the children here)*

for the period of time \_\_\_\_\_ *(specify intended period of this transfer)*

in accordance with the following terms and conditions: *(may include visitation or child support)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Print name of Affiant

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Phone Number

SWORN TO AND SUBSCRIBED BEFORE ME, at \_\_\_\_\_, Louisiana,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

**ADDITIONAL INFORMATION**

Please provide the following additional information:  
Provide the name, address and telephone number of the biological father of the child, even if his name does not appear on the birth certificate.

---

---

---

Are you presently married to the child's father or mother?      Yes                  No

If not, were you ever married to the child's father or mother?      Yes                  No

Was the mother of the child(ren) married to someone other than the biological father at the time of the birth or conception of the child(ren)?                  Yes                  No

Did the mother give birth less than 300 days after a divorce?      Yes                  No

If the answer to any of the above is YES, please provide the name, address and phone number of the husband or former husband:

---

---

---

Did another court ever render a judgment of custody regarding the child(ren) whose custody is being transferred in this proceeding?                  Yes                  No

If the answer to the above is YES, what court rendered the custody judgment?

---

---

---

Were the parents of the child(ren) whose custody is being transferred ever divorced?                  Yes                  No

If YES, provide the court and docket number of that proceeding.

---

---

---

Has OCS or Child Protection ever been contacted to conduct an investigation regarding the child(ren) whose custody is being transferred ?                  Yes                  No

If YES, please give the date the investigation took place and the outcome of the investigation.

---

---

---

Did OCS or Child Protection suggest that this Voluntary Transfer be filed?      Yes                  No

If YES, give the name of your Social Worker \_\_\_\_\_

What is the name, address and phone number of the school(s) the child(ren) is/are attending now?

---

---

---

What is the name, address and phone number of the school(s) the child(ren) will be attending if this custody is granted?

---

---

---

Signature \_\_\_\_\_

Print Name \_\_\_\_\_



STATE OF LOUISIANA  
IN THE INTEREST OF  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOCKET #:  
JUVENILE COURT  
PARISH OF JEFFERSON  
STATE OF LOUISIANA  
SECTION:

**ORDER**

Considering the foregoing Petition for Voluntary Transfer of Custody, and in accordance with the Provisions of the Louisiana Children's Code Articles 1517 through 1519:

IT IS ORDERED that:

(1) A hearing be set on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock a.m. at Jefferson Parish Juvenile Court, 1546 Gretna Boulevard, Harvey, LA, and that all parties be served with this order, which includes all parties listed below, and appear at the hearing.

(2) All parents or legal custodians not joining in the petition be served with notice of the proceeding

OR

That \_\_\_\_\_, attorney at law, be appointed as curator ad hoc for the absentee, \_\_\_\_\_ and that service be made on the curator.

(3) { } A home-study be made of the proposed placement, more particularly:

\_\_\_\_\_  
\_\_\_\_\_

{ } A physical and/or mental examination be made of a party or parties, more particularly:

\_\_\_\_\_  
\_\_\_\_\_

{ } \_\_\_\_\_, Attorney at Law, be appointed as counsel for the child(ren).

Signed at Harvey, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
J U D G E

PLEASE SERVE:

STATE OF LOUISIANA  
IN THE INTEREST OF

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOCKET #:  
JUVENILE COURT  
PARISH OF JEFFERSON  
STATE OF LOUISIANA  
SECTION:

**JUDGMENT**

Considering the foregoing petition and attachment, this Court finds that:

1) Check one:

All necessary are involved;

OR

The rights of the absentee, \_\_\_\_\_, are  
specifically reserved;

2) This transfer is knowing and voluntary;

3) There is a legitimate purpose and a factual basis to support the purpose;

4) All parties have been advised of and understand the nature and extent of the transfer,  
including any terms and conditions and their respective rights;

5) The proposed change of custody is in the best interests of the child(ren);

THEREFORE IT IS ORDERED, ADJUDGED AND DECREED that the:

Physical custody       Legal custody       Guardianship  
of the minor child(ren)

\_\_\_\_\_  
\_\_\_\_\_

be and is hereby granted to

\_\_\_\_\_  
in accordance with the following terms and conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for the period of time of \_\_\_\_\_

JUDGMENT READ, RENDERED AND SIGNED, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
at Harvey, Louisiana.

\_\_\_\_\_  
J U D G E

PLEASE SERVE: