

Connecticut Department of Children and Families
**CHECKLIST FOR AN ORDER OF TEMPORARY CUSTODY WHEN NEGLECT PETITIONS WERE
 PREVIOUSLY FILED**

DCF-2013
 1/07 (Rev.)



FORM NAMES OR ACTIONS	NUMBER OF COPIES REQUIRED AND OTHER INSTRUCTIONS
<input type="checkbox"/> Calls in to Court	one (1) copy for the case record
<input type="checkbox"/> Motion/Order of Temporary Custody/Order to Appear (JD-JM-58)	One (1) notarized original to the court One (1) copy for the case record Page 1 = OTC date goes in boxed name HEARING DATE – PRELIMINARY HEARING ON TEM. CUSTODY AND Neglect date goes in box named HEARING DATE – PETITION
<input type="checkbox"/> Motion to Amend Neglect (if not yet adjudicated)	
<input type="checkbox"/> Motion to Open and Modify Disposition if Child is under Protective Supervision	
<input type="checkbox"/> Summary of Facts Supporting Motion to Amend or Open and Modify	
<input type="checkbox"/> Notice of Order of Temporary Custody/Order to Appear (JD-JM-58A)	One (1) original and one One (1) copy for the case record OTC date goes in on LINE #2 regarding PRELIMINARY HEARING
<input type="checkbox"/> Social Worker Affidavit	One (1) notarized original Ten (10) copies to the court, plus one (1) copy for the case record.
<input type="checkbox"/> Supporting statement from other sources, as applicable	One (1) notarized original Ten (10) copies to the court, plus one (1) copy for the case record.
<input type="checkbox"/> Specific Steps (JD-JM-106 or 106S)	Submit one (1) Specific Steps form for each parent Originals to the AAG, one (1) copy for case record
<input type="checkbox"/> Affidavit for Out of Home Placement (DCF-1999)	One (1) notarized original to the court One (1) copy of notarized original for the case record
<input type="checkbox"/> Instructions to the Marshal	One (1) form per family should list each individual to be served and their address Original to the court Served by date and a Return of Service date goes on line named ON OR BEFORE. Put the letters ROS in front of the Return of Service date. Original brought back to the office and immediately submitted to Court/AAG Liaison with the petition packet to be served.
<input type="checkbox"/> Notification of Out of Town Placement	If initial placement is out of the town where the child resides, you must notify the court at the time that you file the OTC why placement was not made in the town where the child resides by filing this form. The notification is only necessary for the initial placement, NOT each time the child is moved.
<input type="checkbox"/> Notice to Foster Parents	To be prepared and sent by DCF social worker. CANNOT be sent until you receive the hearing date. One (1) original to foster parent, one (1) copy to the AAG, one (1) copy to case record.
<input type="checkbox"/> Motion for Order of Notice by Certified Mail (DCF-2011)	To be used if the parents/guardians reside at a known address out-of-state. One (1) original and one (1) copy to court, one (1) copy in case record.
TO BE FILED IF PARENT'S WHEREABOUTS ARE UNKNOWN	
<input type="checkbox"/> Affidavit Regarding Diligent Search for the Parents' Identity and/or Location (DCF-2037)	To be used if the parent(s)/guardian(s)' whereabouts or identity are unknown. MUST contact known relatives, known employers, Information, and Departments of Correction and Social Services. Internet search of phone records can be done through paralegal if town is unknown. One (1) notarized original of each affidavit to the court; one (1) copy in the case record. (Have the original notarized; then make a copy and place it in the case record.)
<input type="checkbox"/> Motion for Order of Notice (DCF-2010)	To be used if the parent(s)/guardian(s)' whereabouts are unknown One (1) original to the court; one (1) copy in the case record.
<input type="checkbox"/> Order of Notice (JD-JM-61)	One (1) original to the court; one copy in the case record. (For publication purposes only, if the parent(s)/guardian(s)' whereabouts are unknown.) Neglect date goes on line that begins THE PETITION, WHEREBY THE COURT'S DECISION...and the court location should also be filled in on this line. OTC date goes on line that begins HEARING ON A ORDER OF TEMPORARY CUSTODY. To publish on John Doe – state at Notice To = Father of male/female child, born on _____ to Mother's first name and last initial in Town where child was born. Use JD-JM 61A.
<input type="checkbox"/> Letter to Newspaper	For publication purposes only, if parents/guardians' whereabouts are unknown. One (1) original to court, one (1) copy for the case record.