

Connecticut Department of Children and Families  
**CHECKLIST FOR FILING AN ORDER OF TEMPORARY CUSTODY WITH NEGLECT**

DCF-2012  
 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"/> Petition: Neglected, Uncared-For, Dependent Child/Youth (JD-JM-98)	One notarized original (front and back) and nine (9) copies (only copy the front) to court, plus one (1) copy in case record (until a signed, dated copy is returned by the court.) [If an addendum is used as a juris statement, have it signed by the Duly Authorized Agent (Program Supervisor) and clipped to the petition.] <b>Note:</b> The nine (9) copies are for mother, father, child's attorney, parents' attorneys (2), AAG, DCF, CSO, and CIP. If you know the particulars of your case and there is for example, no known father or father's attorney, then make seven (7) copies instead of nine (9).
<input type="checkbox"/> Motion/Order of Temporary Custody / Order to Appear (JD-JM-58)	One (1) original and one (1) copy to the court; one (1) copy for the case record. <b>Note:</b> Fill out the box at the top of the form.
<input type="checkbox"/> Summary of Facts Substantiating Allegations of Neglect	One (1) original and nine (9) copies to court, plus one (1) copy in case record.
<input type="checkbox"/> Social Worker Affidavit	One (1) notarized original and nine (9) copies to the court plus one (1) copy for the case record. <b>Note:</b> Have the original signed by a Notary Public, then make the copies.
<input type="checkbox"/> Supporting statement from other sources, as applicable	One (1) notarized original and nine (9) copies to the court plus one (1) copy for the case record. <b>Note:</b> The statement must be in an affidavit format, which can be accomplished by notarizing the reporter's written DCF-136, "Report of Suspected Abuse/Neglect."
<input type="checkbox"/> Custody Affidavit (JD-JM-30)	One (1) notarized original to court, plus one (1) copy to case record. <b>Note:</b> The affidavit is signed by the Social Worker. Have original notarized, then make the copy for the case record.
<input type="checkbox"/> Motion for Order of Notice (DCF-2010)	One (1) original to the court plus one (1) copy in the case record. <b>Note:</b> To be used if the parent(s)/guardian(s)' whereabouts are unknown
<input type="checkbox"/> Order of Notice (JD-JM-61)	One (1) original to the court, plus one (1) copy in the case record. <b>Note:</b> For publication purposes only, if the parent(s)/guardian(s)' whereabouts are unknown. If parent is unknown, use JD-JM-61A.
<input type="checkbox"/> Affidavit Regarding Diligent Search for the Parents' Identity and/or Location (DCF-2037)	One (1) notarized original to the court, plus one (1) copy in the case record. <b>Note:</b> (Have the original notarized; then make a copy and place it in the case record. To be used if the parent(s)/guardian(s)' whereabouts or identity are unknown.
<input type="checkbox"/> Motion for Order of Notice by Certified Mail (DCF-2011)	One (1) original and one (1) copy to the court; one (1) copy in the case record. <b>Note:</b> To be used if the parent(s)/guardian(s)' reside at a known address out-of-state
<input type="checkbox"/> Affidavit for Out of Home Placement (DCF-1999)	Two (2) notarized originals to the court, plus one (1) copy in the case record. After the Judge signs, be sure to put one original in the case record, because this is mandatory for federal funding. <b>Note:</b> Have the originals notarized; then make a copy and place it in the case record.
<input type="checkbox"/> Social Study	One (1) original and six (6) copies to the court, plus one copy in the case record. <b>Note:</b> It is not feasible to have a Social Study completed at the time of an Order of Temporary Custody. The Social Study is required at least three (3) days prior to the Neglect (Plea) hearing.
<input type="checkbox"/> Adjudicatory/Dispositional Orders (JD-JM-65)	One (1) original and one (1) copy to the court, plus one (1) copy for the case record. <b>Note:</b> Once signed, it needs to be returned to DCF and placed in the case record.
<input type="checkbox"/> Notice to Foster Parents	one (1) copy for the case record
<input type="checkbox"/> Notice to Grandparents	one (1) copy for the case record
<input type="checkbox"/> Notice of Out of Town Placement	one (1) copy for the case record
<input type="checkbox"/> Non-Disclosure Affidavit	one (1) copy for the case record
<input type="checkbox"/> Specific Steps (JD-JM-106, JD-JM-106S)	one (1) copy for the case record
<input type="checkbox"/> Notice of OTC	one (1) copy for the case record
<input type="checkbox"/> Instructions to Marshall	one (1) copy for the case record
<input type="checkbox"/> Letter to Newspaper	one (1) copy for the case record