

(The number of copies required may vary depending on the court.)

<input type="checkbox"/>	Petition: Neglected, Uncared-For, Dependent Child/Youth (JD-JM-98) One notarized original (front and back) and 9 copies (only copy the front) to court, plus one copy in case record (until a signed, dated copy is returned by the court. If an addendum is used, have it signed by the Duly Authorized Agent (Program Supervisor) and clipped to the petition.) <i>Note: 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).</i>
<input type="checkbox"/>	Summary of Facts Substantiating Allegations of Neglect One original and nine (9) copies to court, plus one (1) copy in the case record.
<input type="checkbox"/>	Custody Affidavit (JD-JM-30) One notarized original to court, plus one copy to case record. Have original notarized, then make the copy for the case record. <i>Note: The affidavit is signed by the Social Worker.</i>
<input type="checkbox"/>	Motion for Order of Notice (DCF-2010) To be used if parents' whereabouts are unknown. (Original and one copy to court, plus one copy in case record)
<input type="checkbox"/>	Order of Notice (JD-JM-61, JD-JM-61A) (For publication purposes only, if parents/guardians are unknown or their whereabouts are unknown). One original to court, one copy in the 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. Original and one copy to court, one copy in case record.
<input type="checkbox"/>	Social Study One original and six (6) copies to court, one copy in case record
<input type="checkbox"/>	Affidavit for Out of Home Placement DCF-1999) Two (2) notarized originals to court for signature plus one copy in the case record. (Have originals signed by notary, then make the copy.) After the Judge signs, be sure to put one original in the case record, because this is mandatory for federal funding.
<input type="checkbox"/>	Affidavit Regarding Diligent Search for the Parent's Identity and/or Location (DCF-2037) (One for each person involved in search) (To be used if parents/guardians whereabouts or identity are unknown). One notarized original of each to court, plus one copy in case record (Have original notarized, then make copy)
<input type="checkbox"/>	Adjudication/Dispositional Orders (JD-JM-65) One original and one copy to court, plus one copy in case record. Once the signed copy of the form is returned to DCF put it in the case record.
<input type="checkbox"/>	Specific Steps (JD-JM-106, JD-JM-106S)
<input type="checkbox"/>	Instructions to the Marshal
<input type="checkbox"/>	Notification to Foster Parents
<input type="checkbox"/>	Letter to the Newspaper