

Department of Children and Family Services /
Bureau of Operations
Regional Office Address
City, State, Zip Code
CSW Name
CSWs Telephone Number
File Number, First Initial, Last Name
DSS No. (State ID)

Text in **BLACK** automatically populates when the document is created in CWS/CMS. Complete your document by referring to the **PURPLE** text.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES**
201 Centre Plaza Drive, Monterey Park, California 91754

EX PARTE APPLICATION AND ORDER

<u>Hearing Date</u>	<u>Hearing Time</u>	<u>Dept./Room</u>	<u>Hearing Type/Subtype</u>
00/00/0000	08:30am	000	Ex Parte Application

Enter the date of the scheduled hearing or “walk on” for which date the continuance is being requested. If necessary, edit/enter data not populated from the database directly into these fields.

IN THE MATTER OF

<u>Name</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Sex</u>	<u>Court Number</u>
Automatically populates	00/00/0000	X	X	CK00000

This information will populate directly from the Hearing Notebook and the child’s Client Notebook.

PARENTS/LEGAL GUARDIANS

<u>Name/ Birthdate</u>	<u>Address/ Phone</u>	<u>Relationship/ To Whom</u>
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A petition was filed on [Enter Date] under WIC Section [Enter Section Code(s)]. The child was declared a dependent of the Los Angeles County Juvenile Court on [Enter Date]. The most recent hearing date was [Enter Date] for a [Enter Hearing Type]. The next hearing is calendared on [Enter Date] for a [Enter Hearing Type].

REASON FOR APPLICATION

Enter, “This matter is before the court to provide notice that [Enter [first name, last name] of the relinquishing parent(s)] has signed relinquishment documents [Enter the name(s) of the child(ren)].”

NOTICES**Name****Relationship****Method****Date****Agreed**

If this is a non-appearance hearing, enter "N/A." If this is an appearance hearing, this field will populate from the database.

Ensure that the information (i.e., names, addresses, the child's attorney, the relinquishing parent's attorney, method of notice, etc.) regarding the parties entitled to notice is accurate. If necessary, edit/enter data directly into these fields.

Enter "N/A" under "AGREED."

REASON FOR RECOMMENDATION

Enter, "Pursuant to Family Code Section 8700(i), notification is hereby given that on [Enter the date(s) the parent(s) signed the relinquishment documents] the [Select one (1): mother, father, parents] of the above-named child(ren) relinquished [Select one (1): his, her, their] parental rights for the purpose of adoption."

RECOMMENDATION

Enter the following phrase, "It is respectfully recommended [Enter the version of text below that is appropriate to the applicable circumstance:

a. Pre-disposition and only one (1) parent relinquishes

- Enter, "that the child(ren) remain(s) detained and that the matter be continued to the previously scheduled hearing date of [Enter the date of the next hearing] for [Enter the type of hearing]."
- If the non-relinquishing parent is deceased or the alleged father's identity and/or whereabouts are unknown, consult with the APRD CSW about recommending that the petition be dismissed without prejudice.

b. Pre-disposition and all parents of a child relinquish

- Enter, "[Enter the name(s) of the child(ren)] be declared [a] dependent(s) of the Court under WIC Section 300, subdivision(s)[Enter the petition subdivision(s)] of the Juvenile Court Law and that the matter be set for a hearing pursuant to WIC Section 366.3 and that the WIC 300 petition filed [Insert date of filing petition] be dismissed without prejudice to re-file should the parents or either of them revoke or rescind their relinquishment and seek custody of the [Select one (1): child, children]."

c. Post-disposition and only one (1) parent relinquishes

- If the relinquishing parent signed a designated relinquishment, naming a specific intended adoptive parent for the child(ren), enter: "[Enter name(s) of the child(ren)] remain[s] in suitable placement and that the matter be continued to the previously scheduled hearing date of [Enter the date of the next hearing] for [Enter type of hearing]."

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- If the relinquishing parent signed a general relinquishment, did not name a specific intended adoptive parent for the child, and the non-relinquishing parent is deceased or the alleged father's identity and/or whereabouts are unknown, consult with the APRD CSW about recommending that jurisdiction over the child be terminated and that the order be stayed until fifteen (15) business days after the signing of relinquishment.
- d. Post-disposition and all parents of a child relinquish and family is receiving reunification (FR) services
- If the relinquishing parents signed designated relinquishments, naming (a) a specific intended adoptive parent(s) for the child, enter, “[Enter the name(s) of the child(ren)] remain[s] in suitable placement, that the matter be set for a hearing pursuant to WIC Section 366.3, and that the previously scheduled status review hearing scheduled for [Enter the date of the hearing] be advanced and vacated.”
 - If the relinquishing parents signed a general relinquishment, not naming a specific intended adoptive parent for the child, consult with the APRD CSW regarding recommending that jurisdiction be terminated and that the order be stayed until fifteen (15) business days after the signing of the relinquishment.
- e. Post-disposition and all parent of a child relinquish and child is receiving permanent planning (PP) services
- If the relinquishing parents signed designated relinquishments, naming (a) specific intended adoptive parent(s) for the child, enter, “[Enter the name(s) of the child(ren)] remain(s) in suitable placement and that the matter be continued to the previously scheduled status review hearing pursuant to WIC 366.3 on [Enter the date of the hearing].”
 - If the relinquishing parents signed a general relinquishment, not naming a specific intended adoptive parent for the child, consult with the APRD CSW regarding recommending that jurisdiction be terminated and that the order be stayed until fifteen (15) business days after the signing of the relinquishment.

Child's name

CK00000

I Declare Under Penalty of Perjury that the Foregoing Is True and Correct.

Executed at [Regional Office Address], on this [Date] day of [Month], [Year].

CSW Name, Title, File Number, First Initial, Last Name, Telephone Number

Date

SCSWs Name, SCSW, and Telephone Number

Date

Ordered as Recommended.

Order of the Court:

Judicial Officer

Date