

Department of Children and Family Services /
Bureau of Operations
Regional Office Address
City, State, Zip Code
CSW Name
Phone Number
File #, 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	08:30 a.m.	000	Ex Parte Application

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 automatically populate from the Hearing Notebook and from the child's Client Notebook.

If it did not populate, enter the child's CWS/CMS case ID number below the child's name. If there is more than one (1) child, enter the CWS/CMS case ID number for the oldest child only.

PARENTS/LEGAL GUARDIANS

<u>Name/ Birthdate</u>	<u>Address/ Phone</u>	<u>Relationship/ To Whom</u>
This information will populate if the parent/legal guardian's information is correct and current on CWS/CMS.		

A petition was filed on [Enter Date] under WIC Section 300 [Enter sustained allegations]. 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 type of hearing]. The next hearing is calendared on [Enter Date] for a [Enter type of hearing].

REASON FOR APPLICATION

If DCFS supports the proposed vacation or excursion, enter:

“This matter is before the court to request the court’s permission to authorize the child’s travel outside of the United States.”

If applicable, enter:

“DCFS is also requesting that DCFS be authorized to apply for a passport/visa on behalf of [enter the name(s) of the child] and pay for the processing fee.”

If DCFS opposes the proposed vacation or excursion, enter:

“This matter is before the court to oppose the proposed vacation or excursion.”

If the proposed vacation or excursion is with a party other than a parent, legal guardian, or caregiver, enter:

“This matter is before the court to request the court’s permission to authorize or deny [enter the name of the individual(s)] to take [enter the name of the child(ren)] on vacation.”

If the request is to allow a child to spend vacation time with a relative/family friend residing outside of California, enter:

“This matter is before the court to allow [enter the name of the child(ren)] to travel to the home of [enter the name of the relative/family friend and his/her relationship to the child] for a vacation.”

NOTICES

<u>Name</u>	<u>Relationship</u>	<u>Method</u>	<u>Date</u>	<u>Agreed</u>
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Enter all individuals that were noticed, their relationship to the child, the method used to notice them, the date, and a “yes” or “no” as to whether each agrees with the travel recommendation.

REASON FOR RECOMMENDATION

If DCFS supports the proposed vacation or excursion, enter a brief explanation as to why the planned vacation or excursion is appropriate, necessary and in the best interest of the child.

If DCFS supports the proposed vacation or excursion but a parent opposes the vacation or excursion request, include the above statement and information and provide a brief explanation as to why the parent(s) opposes the vacation request. Include verbatim statements, when possible. Enter the date, time, place of interview with the parent(s), and the parent's relationship to the case. If the parent was interviewed by telephone, enter the phone number.

If DCFS opposes the proposed vacation or excursion, enter the reason(s) the proposed vacation or excursion placed the child at-risk and/or is not in the best interest of the child.

If the proposed vacation or excursion is with a party other than a parent, legal guardian, or caregiver, discuss the home assessment of the individual. Indicate why DCFS supports or opposes the proposed vacation or excursion with the individual. Provide a brief explanation of whether or not the planned trip is appropriate and necessary and whether or not it is in the child's best interest. If applicable, provide a brief explanation as to why the parent(s) oppose the vacation request. Include verbatim statements, when possible. Enter the date, time, place the parent/legal guardian was interviewed, and his/her relationship to the case. If the parent/legal guardian was interviewed by telephone, include a phone number.

If there is vacation request for a child to spend a vacation with a relative or family friend who resides outside of California, provide a brief description of the results of the home assessment and why the planned trip is appropriate and necessary.

Ensure that the report contains the dates of the child's departure and return, the complete destination address, a contact number, and the child's method(s) of travel.

RECOMMENDATION

It is respectfully recommended:

That the child(ren) be permitted to travel as follows:

<u>Destination</u>	<u>Accompanied By</u> (Name/Relationship)	<u>Current Placement</u>
<u>Departure Date</u>	<u>Return Date</u>	<u>Parental Agreement</u>

Means of Travel:

Additional Information:

If DCFS supports the proposed vacation or excursion, select the following recommendation: "That the child(ren) . "[enter name(s) of the child(ren)]" be permitted to travel as follows:" Enter all information requested in this section.

If DCFS opposes a proposed vacation or excursion, check the "Other" box and enter the following:

"It is respectfully recommended that [enter name of the individual and his/her relationship to the child] be ordered not to take the child(ren) on a vacation to [enter the destination] from [enter departure date] to [enter return date], pending further order of the court." If necessary, specify any further travel restrictions.

If the request is to allow the child to travel to the home of a relative or family friend for a vacation or excursion, enter the following:

"It is respectfully recommended that [enter name(s) of the child(ren)] be permitted to travel to [enter destination] to spend a vacation with [enter the name of the relative or family friend and his/her relationship to the child] from [enter the date of departure] to [enter date of return]."

If applicable, enter the following:

"It is respectfully recommended that DCFS be authorized to apply for a passport and/or visa and to pay for the passport and/or visa fee for a child [enter child's name(s)] and that the child's [enter one (1): parent, caregiver, Children's Social Worker] [enter corresponding name] be authorized to apply for the passport and/or visa."

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

Executed at _____, California this _____ day of _____, _____.

CSW Name, Title, File #, First Initial, Last Name, Phone Number

Date

SCSW Name, SCSW, Phone Number

Date

Child's Name

Court Case Number

Ordered as Recommended.

Order of the Court:

Judicial Officer

Date