 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Child Welfare
	<b>Chapter No./Name</b>	25 – Forms Manual
	<b>Part No./Name</b>	A – Z
	<b>Section No./Name</b>	CPS-20A Instanter Order
	<b>Document No./Name</b>	CPS-20A Instanter Order Instructions
	<b>Effective Date</b>	May 1, 2019

➤ **PURPOSE:**

The CPS 20A Instanter Order is a written document filed with the court of jurisdiction along with the CPS 20 Affidavit in Support of Instanter Order, to request custody of a child.

➤ **PREPARATION:**

If time allows, it is preferable for the CPS 20 and 20A to be completed and presented to the Judge as a means to request custody of a child. In the event that a DCFS staff member requested an Oral Instanter Order, DCFS must follow up by completing the CPS 20 and 20A Instanter Order, to the Judge. An Affidavit in Support of Instanter Order and the Instanter Order must be submitted to the court on all oral requests made, regardless of whether or not custody was granted to DCFS to document the denial of the verbal hold order request.


**COMPLETION OF THE FORM:**

Enter all identifying information as indicated.

- In the “Interest of” section, list all children for whom DCFS is requesting custody;
- In the section indicating: “IT IS FURTHER ORDERED that the Oral Instanter Order placing the child (ren) in custody, issued at \_\_\_\_\_ o'clock \_\_\_\_\_m. on the \_\_\_\_\_ day of, 20\_\_\_\_\_, is hereby confirmed;” DCFS enters the exact date and time that custody was granted to the Department;
- In the section indicating “IT IS FURTHER ORDERED that the\_\_\_\_\_, be and is hereby appointed to represent the minor child (ren) in these proceedings and that said program be served with a copy of the pleadings filed herein; The Judge enters information pertaining to the specific order being made for representation of the minor children;
- In the section indicating: “IT IS FURTHER ORDERED that the \_\_\_\_\_, shall provide representation and is hereby appointed to represent the parent (s in these proceedings and that said program be served with a copy of the pleadings filed herein;”, The Judge enters information pertaining to the specific order being made for representation of the parents/caretakers.

➤ **DISPOSITION:**

The form is submitted to the court as per policy.

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Upon receipt of a signed, stamped copy, it is scanned into the ACESS CPS record. The original is provided to the Foster Care Worker for inclusion in the FC record. An original stamped version is given to the alleged perpetrator(s).