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To: All Division of Child Protection (DCP) Staff  
From: Gilbert Taylor  
Re: Notice of Temporary Removal Form - CS-580  
Date: February 3, 2012

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Agency policy at this time requires that emergency removals only be conducted when it is determined that the risk of harm to the child's life or health is so imminent that there is not enough time to seek and obtain a Court order before removing.

Children who are paroled to their parents or other relatives pursuant to a Court order should not be removed from their caretakers without Court approval and authorization unless it is decided that new and imminent safety factors place the child's life or health in imminent danger.

Whenever DCP staff removes a child on an emergency basis prior to obtaining a Court order, staff is required to complete the newly issued Notice of Temporary Removal of Children and Right to Hearing (CS-580) Form and give it to the parent/guardian/ caretaker of the child.

The (CS-580) Notice of Temporary Removal of Children and Right to Hearing Form informs the parent/guardian/caretaker that an emergency removal is being done without a Court order and provides the time and location of the Child Safety Conference which is to be held at the latest the next business day following the removal of the child.

**The CS-580 replaces the CS-701b. All CS-701b's should therefore be immediately discarded.**

If you have any questions concerning this form or how to complete it, please speak with management in your office.

Thank you for your attention.

**NOTICE OF TEMPORARY REMOVAL OF CHILD(REN) AND RIGHT TO HEARING**  
**THIS NOTICE MUST BE PROVIDED TO PARENTS/GUARDIANS WHENEVER A CHILD IS BEING REMOVED WITHOUT A COURT ORDER**

**I. NOTICE OF TEMPORARY REMOVAL To:**

*Name(s) Of Parent(s)/Legally Responsible Person(s)*

**Regarding:** Child(ren)

The above child(ren) is/are **under** the age of **eighteen years** and alleged to be abused/neglected by:

**Respondent(s):** \_\_\_\_\_

**Address:**

\_\_\_\_\_

**The Administration for Children's Services (ACS)** is temporarily removing the above child(ren) from your place of residence prior to filing a child protective proceeding in Family Court where the Commissioner of Social Services (CS S) will seek a court ordered remand of the child(ren) under Section 1027 of the Family Court Act (FCA). The child(ren) is/are being placed in protective custody under authority of one of the following Sections of the FCA:

**El Section 1022: TEMPORARY COURT ORDER OF REMOVAL PRIOR TO FILING PETITION;** court hearing will be held no later than three court business days after the court order dated \_\_\_\_/\_\_\_\_/\_\_\_\_.

**El Section 1024: EMERGENCY REMOVAL WITHOUT COURT ORDER OR CONSENT OF PARENT(S)/ LEGALLY RESPONSIBLE PERSON(S);** court hearing will be held by the next court business day

ACS will hold a Child Safety Conference at 9:30 a.m. on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_. Please be on time, as this Conference needs to begin promptly at 9:30 a.m.

ACS will file a petition in the Family Court checked below unless the child(ren) is/are returned to you.

You should be in court at \_\_\_\_ (a.m.)(p.m.) on \_\_\_\_/\_\_\_\_/\_\_\_\_, INTAKE Part.

**PLEASE BRING THIS NOTICE TO COuRT.**

**El Bronx Family Court**

900 Sheridan Avenue  
Bronx, New York 10451  
Telephone: (718) 590-3321

**El Kings County (Brooklyn) Family Court**

330 Jay Street  
Brooklyn, New York 11201  
Telephone: (347) 401-9610

**El New York (Manhattan) Family Court**

60 Lafayette Street  
New York, New York 10013  
Telephone: (212) 374-8791

**El Queens Family Court**

151-20 Jamaica Avenue  
Jamaica, New York 11432  
Telephone: (718) 298-0127

**El Richmond (Staten Island) Family Court**

100 Richmond Terrace  
Staten Island, New York 10301  
Telephone: (718) 390-5460

**II. PERSON REMOVING THE CHILD(REN), AND NAME AND ADDRESS OF PLACEMENT AGENCY**

ACSCaseworker: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date of Removal: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time Of Removal: \_\_\_\_ : \_\_\_\_ AM/PM

**Name Of Agency Where Child(ren) Placed and Name Of Person To Contact For Visiting Child(ren)**

(when information available): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**III. RIGHTS OF PARENT(S) OR LEGALLY RESPONSIBLE PERSON(S) YOU HAVE A RIGHT TO:**

- Attend all court hearings and present to the Court any relevant facts or information.
- Apply to the Court for the return of your child(ren) under Section 1028 of the Family Court Act.
- Have representation by an attorney of your own choice. If you cannot afford legal counsel as determined by the court, legal counsel will be assigned free of charge.

**IV. METHOD OF DELIVERING FORM CS-580**

To: \_\_\_\_\_

*Name(s) Of Parent(s)/Legally Responsible Person(s)*

**® Hand-Delivered/Signature Obtained**

The terms and conditions of the temporary removal were explained and I received a copy of the Temporary Removal Notice (CS-580).

X \_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*Signature(s) of Parent(s) Legally Responsible Person(s)*

**® Hand-Delivered/No Signature Obtained**

**® Left At Place Of Residence**

Method of Delivery: \_\_\_\_\_

Address of Delivery: \_\_\_\_\_

ACS Caseworker (Witness): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_ : \_\_\_\_ AM/PM

**V. FOLLOW-UP DELIVERY OF FORM CS-580**

- ® This notice must be mailed to the parent(s)/legally responsible person(s) within 24 hours of the removal.** If not already recorded, enter in Section II the name and address of the placement agency, and the name and telephone number of a contact person.

Mailed To: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ ACS Caseworker: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_