



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	8-22-2007
Subchapter:	1	Forms	
Issuance:	14.86d	<b>CP&amp;P Form 14-86d, Affidavit of Local Office Supervisor</b>	

Click here to view or print the CP&P Form [14-86d](#), Affidavit of Local Office Supervisor.

### **WHEN TO USE IT**

The Affidavit of Local Office Supervisor, CP&P Form [14-86d](#), is used by a CP&P Supervisor when witnessing a signing of a surrender.

### **HOW TO USE IT**

- Access it through the Create > Casework > Court/Legal > Options Drop-down.
- Access it through the NJ Spirit Desktop > Legal Documentation Window > Document Drop-down > Text Hyperlink.
- Only complete this template outside of the NJ Spirit application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJ Spirit when the application becomes available.
- Print the form for approval and signatures, as explained.

### **TIPS FOR COMPLETING THE FORM**

CP&P Form [14-86d](#) is now a template, completed in NJ SPIRIT. Text form fields include specific instructions required for each field.

After the Supervisor enters the information, and signs the document, a notary stamps, and signs the document.

**DISTRIBUTION**

- Original - Court
- Copy - Case Record
- Electronic copy - NJ SPIRIT Electronic Case Record