
TERMINATION OF PARENTAL RIGHTS

CHIPPEWA COUNTY
PROBATE OFFICE
711 N BRIDGE STREET
CHIPPEWA FALLS, WI 54729

HOURS:
MONDAY – FRIDAY
8:00 AM – 4:30 PM

PHONE: 715-726-7737

NOTE:

- This information is provided as a public service to persons involved in a Termination of Parental Rights (TPR) proceeding and is **NOT** intended to be legal advice. Persons having questions should contact an attorney - probate office staff **cannot** give legal advice.
- All forms listed on this guideline are online, except the service forms (Certificate of Service, Affidavit of Service, and Proof of publication).
- Forms with prefixes "JC" and "GF" can be located at www.wicourts.gov and "DCF" can be located at http://dcf.wisconsin.gov/children/adoption/adoption_search/forms.
- If the child is subject to the Indian Child Welfare Act (ICWA), please refer to a separate guideline specific for that situation.
- Please read the forms carefully and fill them out completely.
- The Petition for Adoption and Petition for Termination of Parental Rights are filed simultaneously.

STEP ONE: FILE THE FOLLOWING DOCUMENTS TO START A TPR PROCEEDING

- Summons (Termination of Parental Rights) JC-1633
- Petition for Termination of Parental Rights JC-1630
- Uniform Child Custody Jurisdiction Act Affidavit GF-150
- Order Appointing Guardian ad Litem (see below) GF-131
- Consent to Termination of Parental Rights (Affidavit) JC-1636 or (Judicial) JC-1637, if applicable
- Certified copy of Adjudication (or Circuit Court Case Number if a Chippewa County case)

Guardian ad Litem appointment: A Guardian ad Litem (GAL) is **required** by statute to be appointed in this proceeding.

- It is the petitioner's responsibility to retain and pay for a Guardian ad Litem for the child. A Guardian ad Litem is an attorney licensed in the State of Wisconsin.
- The Guardian ad Litem is not your attorney. If you have legal questions, contact an attorney.

When the above documents are filed with the court, a hearing date will be set. Copies of the Summons and Petition for TPR will be provided to the petitioner for service on the terminating parent.

STEP TWO: SERVICE OF DOCUMENTS

1. It is the petitioner's responsibility to personally serve the terminating parent with the following documents at least seven days prior to the hearing date:
 - Summons
 - Petition for TPR
 - Family History Questionnaire (DCF-F 149 and if applicable, DCF-F 149A)

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2. If the address of the terminating parent(s) is not known, Notice must be published in a newspaper:

- Notice and Order of Hearing (for publication) JC-1635
- Consent to Use Mother's Name for Publication JC-1634

Complete these documents and file with the court. Copies will be provided to the petitioner for publication.

STEP THREE: FILE PRIOR TO THE COURT HEARING

- Certificate/Affidavit of Personal Service or the Proof of Publication
- Court Inquiry on Declaration of Paternal Interest (non-adjudicated only)
- Order Concerning Termination of Parental Rights (Involuntary JC-1639 or Voluntary JC-1638)
- Completed Family History Questionnaire Medical/Genetic of terminated parent(s) DCF-F 149
- Completed Family History Questionnaire Pregnancy and Delivery DCF-F 149A, if applicable

NOTE:

- Order for TPR must be filled in completely prior to the hearing.
- Complete the medical/genetic questionnaire(s) as thoroughly as possible. Add any additional information you feel is important that is not requested (48.432, 48.425(1)(am), 48.02(12m).
- Contact an attorney if you have questions.
- Probate office staff **cannot** give legal advice.
- Forms: additional/duplicate state mandated forms can be found at: www.wicourts.gov.
- Medical/genetic questionnaire forms: additional/duplicate Family History Questionnaires can be found at: http://dcf.wisconsin.gov/children/adoption/adoption_search/forms.

STEP FOUR: HEARING

- Notice of Medical Information and Birth/Adoptive Parent Identifying Information Disclosure
- Notice of Right to Seek Postdispositional Relief JC-1644

Petitioner is responsible to obtain terminated parent's signature if he/she appears at the termination hearing.