

# TERMINATION OF PARENTAL RIGHTS GUIDE

## Circuit Court Jefferson County Juvenile Division

(The Court can print these forms at a cost of 25¢ per page)

The forms are also available to download at [www.wicourts.gov](http://www.wicourts.gov)

The Department of Children and Families state forms (CFS/DCF forms) can be found by searching the form number in Google or downloaded at:

<http://dwd.wisconsin.gov/DCF/forms>

---

### FORMS/FEEES REQUIRED AT TIME OF FILING (Originals + 3 copies)

- Petition for Termination of Parental Rights - **JC-1630**
- Uniform Child Custody Jurisdiction and Enforcement Act Affidavit - **GF-150**
- Summons - for personal service - **JC-1633**
- **\$250.00 Guardian ad Litem deposit fee made payable to "Register in Probate"** (*Petition will NOT be filed until receipt of this deposit.*)
- Copy of Paternity Judgment (if available, if paternity has already been established via a "PA" case)
- Proposed Order Concerning Termination of Parental Rights (Voluntary) – **JC- 1638**  
**OR**
- Proposed Order Concerning Termination of Parental Rights (Involuntary) – **JC- 1639**

\*\* Court Inquiry on Paternal Interest Declaration (to be sent to Madison by petitioner with Court's return address at the time of filing to allow time for response) – **CFS-0019**

### FORMS TO BE FILED PRIOR TO, AT, OR AFTER COURT HEARING

- Consent to Termination of Parental Rights (Affidavit) (if voluntary) – **JC-1636**
- Proof of Service or Proof of Publication with Proof of Attempted Service
- Notice of Right to Seek Post Disposition Relief – **JC-1644**
- Court Report for Centralized Birth Record– **CFS-0134**
- Family History Questionnaire/Medical/Genetic, Pregnancy and Delivery Information (by birth mother, if terminating and voluntary) – **CFS-149-A**

### SERVICE

- Personal Service - Summons and Petition must be served at least 7 days prior to hearing.
- Publication - Pursuant to Sec. 48.42(4)(b) Wis. Stats., a notice under this section shall be published as a Class 1 notice under Ch. 985. (*Only if personal service not achieved*)  
**For confidentiality purposes, use only the child's initials in the publication notice.**

### GENERAL INFORMATION

- A Guardian ad Litem will be appointed for the child by the Court in ALL TPR cases. The same applies for any minor birth parents. If filing for more than one child, submit a completed set of forms for each child but post only one GAL fee for each GAL appointed.

- Under Sec. 48.422 Wis. Stats., the TPR hearing shall be held within 30 days of the filing of the petition.
- Petitioner must personally serve the Summons and a copy of the TPR petition, with the attached Uniform Child Custody Jurisdiction and Enforcement Act Affidavit, on the parent(s) to be terminated at least 7 days before the date of the hearing.
- File the Proof of Service or Proof of Attempted Service with the Proof of Publication with the Court.
- Notice of the TPR hearing must be given to the child if 12 years of age or older by service of a Summons and Petition. If the child is 14 years of age or older, they must also appear at the court hearing.
- Please be advised that court staff cannot give legal advice or assistance. If you do not understand how to prepare the forms or how to properly serve notice to the parties, you are advised to obtain legal help. WI State Bar Lawyer Referral Service 1-800-362-9082.

**Contact Information: Jefferson County Juvenile Court**  
**311 S. Center Ave. – Room 115**  
**Jefferson, WI 53549**  
**Phone: (920) 674-7248 / (920) 674-7245**

Updated 3/27/17 (ck)