

INTERNET RESOURCES FOR ADOPTION

- <https://www.dhs.wisconsin.gov/forms/index.htm>
- http://dcf.wisconsin.gov/children/adoption/adoption_search/forms/default.htm

TERMINATION OF PARENTAL RIGHTS

SAWYER COUNTY
PROBATE OFFICE
10610 MAIN
HAYWARD, WI 54843

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

PHONE: 715-634-7519

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 included in the packet, except the service forms (Certificate of Service, Affidavit of Service, and Proof of Publication).
- Please read the forms carefully and fill them out completely.

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

- Summons (Termination of Parental Rights)
- Petition for Termination of Parental Rights
- Order Appointing Guardian ad Litem (see below)
- Consent to Termination of Parental Rights (Affidavit) or (Judicial)
- Court Report for Centralized Birth Record
- Uniform Child Custody Jurisdiction Act Affidavit
- Family History Questionnaire – completed by the petitioner
- Family History Questionnaire Pregnancy & Delivery Information

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

- Sawyer County requires a deposit of \$250.00 at the time the petition is filed to be applied toward guardian ad litem fees. The petitioner will be responsible for any remaining balance due at the conclusion of the proceeding.
 - 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. The petitioner will need the original and two copies of the Summons and Petition for TPR. The original is filed with the court; one copy for petitioner; one copy 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 Summons, Petition for TPR, and a Family History Questionnaire at least 7 days prior to the hearing date.
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) and Consent to Use Mother's Name for Publication must be completed and filed with the court.

STEP THREE: FILE PRIOR TO THE COURT HEARING:

- Certificate/Affidavit of Personal Service or the Proof of Publication.
- Order Concerning Termination of Parental Rights (Involuntary) or (Voluntary)
- Family History Questionnaires of *both* parents (if not previously filed).

NOTES:

- Order for TPR must be filed in completely prior to the hearing.
- Complete the medical/genetic questionnaires 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://dhfs.wisconsin.gov/forms> (forms arranged by form number or name)