



MEMORANDUM

TO: All DCF Employees

FROM: Vincent Russo, Chief of Gov't Relations & Policy

DATE: 06/03/2026

SUBJECT: Policy Bulletin 2026 - 05

This policy bulletin updates existing online forms for court activity. The changes are summarized below.

Probate [-002](#), [-003](#), [-004](#) Templates: Updated to conform with Parentage Act terminology by replacing references to "mother" and "father" with "birth parent" and "parent or alleged genetic parent."

[6-6A Termination of Parental Rights Summary of Facts Template](#): Updated to conform with Parentage Act terminology by replacing references to "mother" and "father" with "birth parent" and "parent or alleged genetic parent" and removing reference to "John Doe" notification.

[DCF-2017 OTC Checklist](#): Updated to reflect that the DCF-3004 form must be delivered to the court in a sealed envelope and emailed to the Public Defender's office, not e-filed.