

Connecticut Department of Children and Families
CHECKLIST FOR PETITION FOR TERMINATION OF PARENTAL RIGHTS

DCF-2016
12/2020 (Rev.)



The TPR shall be provided to the legal unit for review within 15 days of the decision to file. The TPR petitions should be filed simultaneously with your permanency plan if recommending termination of parental rights and adoption. By statute it must be filed no later than 60 days after the court has approved a permanency plan of termination of parental rights and adoption.

Child/ren's Name:

Docket Date:

Case Name:

- JD-JM-40 Petition for Termination of Parental Rights
- Summary of Facts to Substantiate Petition for Termination of Parental Rights– See sample format.
- Social Study in Support of Termination Petition – See sample format.
- JD-JM-30 Custody Affidavit – One original for each child. Must be notarized.
- JD-JM-172 Military Affidavit – One original for each parent. May hand write in multiple children.
- Affidavit for Confidential Address (if applicable) – Whenever a parent asks that his or her address remain confidential for safety reasons, the Social Worker shall file an affidavit for Request for Non-Disclosure of Location Information in a sealed envelope addressed to the Court. The forms and the study should state “confidential address” where applicable.
- DCF-3030 or DCF-3030S – Notice to Foster Parents Must be sent to all current foster parents notifying them of the plea date. This notice should be sent for all court events.

SERVICE OF PROCESS (See policy 6-6):

IF IDENTITY AND WHEREABOUTS ARE KNOWN (in-hand / abode):

- Instructions to the Marshal – Using the process in your local area office provide instructions for the Marshal on how to locate the parent to provide in-hand service. This is the preferred method of service. As an alternative, the Marshal may leave the paperwork at the abode of the parent. It will be the Social Worker's responsibility to testify as to how they know the parent resides at that residence.

IF IDENTITIY AND/OR WHEREABOUTS OF PARENT IS UNKNOWN (publication):

- DCF-2037 – Affidavit of Diligent Search
- DCF-2010 – Motion for Order of Notice
- If Identity is known – JD-JM-61 – Order of Notice
- If Identity is unknown – JD-JM-61a – Order of Notice
- Form Letter to Newspaper