

	<b>Marquette County Probate / Juvenile Court</b>	
<b>GUIDELINE: 1630</b>	<b>TERMINATION OF PARENTAL RIGHTS</b>	Revised December 11, 2015 Page 1 of 2

PLEASE NOTE: This Guideline is provided as a public service and is not intended to be legal advice. If you have any questions about the forms or the procedures, please contact an attorney as Juvenile Court staff cannot give legal advice.

**TERMINATION OF PARENTAL RIGHTS means** to permanently stop or end all rights, powers, privileges, immunities, duties and obligations (including child support) existing between parent and child. If the other parent does not let you see your child, you may terminate your parental rights, but there must be a step-parent willing to adopt the child and take on all of the obligations for the child. There are options available in Family Court that you can exercise to enforce or request child support or placement orders. If the other parent does not pay child support and does not see the child, you may terminate his/her parental rights, but there must be a step-parent willing to adopt the child and take on all of the obligations for the child. There are options available in Family Court that you can exercise to enforce or request child support or placement orders.

**Please print this Guideline now for future reference**

**FORMS:**

- A packet of forms is available from the Juvenile Court Office for \$10.00.
- You may access all Termination of Parental Rights forms on the internet at: [TPR Forms](#) (Control/Click here)
- You can print “.pdf” forms and fill in by hand, OR you can fill in “.doc” forms on the internet and then print them.
- If you do not understand the forms or the information required, please seek the help of an attorney.

**TO COMMENCE A NEW PROCEEDING**, complete and file the following for **each** child:

<i>Control/Click on Form Number</i>	<b>Name of Form</b>
<a href="#">JC-1630.DOC</a> or <a href="#">JC-1630.PDF</a>	<b>Petition for Termination of Parental Rights (to be filed in County where child currently resides)</b>
<a href="#">GF-150.DOC</a> or <a href="#">GF-150.PDF</a>	<b>Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (required with all Petitions)</b>
<a href="#">JC-1633.DOC</a> or <a href="#">JC-1633.PDF</a>	<b>Summons (Termination of Parental Rights)</b>
<a href="#">JD-1798.DOC</a> or <a href="#">JD-1798.PDF</a>	<b>Order Appointing Guardian ad Litem (mandatory Sec. 48.235)</b>
<a href="#">JC-1636.DOC</a> or <a href="#">JC-1636.PDF</a> OR <a href="#">JC-1637.DOC</a> or <a href="#">JC-1637.PDF</a>	<b>Consent to Termination of Parental Rights (if applicable)</b>
<a href="#">JC-1634.DOC</a> or <a href="#">JC-1634.PDF</a>	<b>Consent to Use Mother’s Name for Publication (if applicable)</b>
<a href="#">JC-1635.DOC</a> or <a href="#">JC-1635.PDF</a>	<b>Notice and Order of Hearing for Publication (if applicable)</b>
You must provide	<b>Certified Copy of Adjudication (or Circuit Court Case Number if from Marquette County) (if applicable)</b>
<b>Fee Required</b>	<b>\$300 deposit for Guardian ad Litem fees must be paid at the time of filing the Petition</b>

Phone:  
(608) 297-3009  
Fax:  
(608) 297-9107

Marquette County Courthouse  
77 W Park Street  
P.O. Box 749  
Montello, WI 53949

Room 205  
Office Hours:  
Monday – Friday  
8:00 a.m. – 4:30 p.m.

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**GUARDIAN AD LITEM:**

- A Guardian ad Litem is required by Wisconsin Statutes to be appointed for a child who is the subject of a Termination of Parental Rights proceeding. The GAL is to investigate and report on the best interests of the child.
- Only one Guardian ad Litem will be appointed for more than one child of the same family who are the subject of the same termination proceedings if they have the same parents.
- A Guardian ad Litem will also be appointed for any parent who is a minor or incompetent.

Petitioner is responsible for personal service – Summons and Petition must be served at least 10 days prior to hearing. Publication (constructive notice) - Pursuant to Sec. 48.42(4)(b) Wis. Stats. A Notice under this section shall be published as a Class 1 notice at least 7 days prior to the hearing. Review Sec. 48.42 Wis. Stats. to acquire proper notice. For confidentiality purposes, use only the child’s initials in the publication notice.

Under Sec. 48.422 Wis. Stats., the TPR hearing shall be held within 30 days of the filing of the petition. Petitioner must serve the Summons, TPR petition and Uniform Child Custody Jurisdiction and Enforcement Act Affidavit on the parent(s) to be terminated, and file the proof of service or proof of attempted service and proof of publication to the Court no later than 48 hours prior to the hearing. 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.

**BY THURSDAY NOON BEFORE THE HEARING DATE**, also file the following:

<i>Control/Click on Form Number</i>	<b>Name of Form</b>
DCF Form <a href="#">CFS-19</a>	<b>Court Inquiry on Declaration of Paternal Interest (non-adjudicated only) (if applicable)</b>
You must provide	<b>Certificate(s) of Service of Summons and Petition (if applicable)</b>
Obtain from Newspaper	<b>Proof of Publication (obtained from newspaper if applicable)</b>
DCF Form <a href="#">CFS-134</a> Print and complete	<b>Court Report (for centralized birth record) [Sec. 48.427(6)(b)]</b>
DCF Form <a href="#">CFS-149</a> Print and complete	<b>Family History Questionnaire – Medical and Genetic Information</b>
DCF Form <a href="#">CFS-149A</a> Print and complete	<b>Family History Questionnaire - Pregnancy and Delivery Information</b>
<a href="#">JC-1638.DOC</a> or <a href="#">JC-1638.PDF</a> OR <a href="#">JC-1639.DOC</a> or <a href="#">JC-1639.PDF</a>	<b><i>Proposed Order Concerning Termination of Parental Rights</i></b>
<a href="#">JC-1644.DOC</a> or <a href="#">JC-1644.PDF</a>	<b>Notice of Rights to Seek Post Disposition Relief</b>
<a href="#">JC-1640.DOC</a> or <a href="#">JC-1640.PDF</a>	<b>Petition for Adoptive Placement (if applicable)</b>
<a href="#">JC-1642.DOC</a> or <a href="#">JC-1642.PDF</a>	<b><i>Proposed Order for Adoption Placement (if applicable)</i></b>

**COPY FEES:** \$1.00 per page – If a certified copy is needed, the cost is \$1.00 per page plus \$3.00 for each certification. Please make checks payable to Marquette County..

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.

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