

CHECKLIST FOR TERMINATION OF PARENTAL RIGHTS

1. Inquiry of Court of Continuing Jurisdiction (CCJ)- Statement from Bureau of Vital Statistics that there is no court of continuing exclusive jurisdiction for the children. If Bureau reports a court of continuing exclusive jurisdiction, then the Termination petition has to be filed in that original court. If the CCJ is in another county, a motion to transfer to your county is filed at the same time as the Termination petition.
2. Original Petition to Terminate Parent-child Relationship with exhibits
3. Affidavit Concerning Interstate Compact – Tex Fam Code 162.002
4. Affidavit for UCCJEA Info (Section 152.209) ONLY if a party lives outside Texas
5. Affidavit supporting due diligence (if service by publication)
6. Health Insurance Availability form
7. Austin form (TDH form VS-165) must be prepared and filed along with Original Petition (REMEMBER TO DUPLEX this into a two-sided form)
8. Affidavit of Status executed by mother if not married to bio dad, if applicable
9. Notice by Publication – Request, if applicable
10. Affidavit in Support of Citation by Publication, if applicable
11. Affidavit of Inability to Pay Costs WITH attorney's IOLTA certificate attached
12. Appointment of Guardian Ad Litem for child
13. Appointment of Attorney Ad Litem for absent respondent, if applicable
14. Statement of Paternity/Acknowledgment of Paternity, if applicable
15. Affidavit of Relinquishment(s) by mother (and legal father), if applicable. This party also has to file a Medical History for the child
16. Affidavit of Waiver of Interest executed by bio dad if not married to mom, if applicable
17. Certificate of Paternity Registry Search from Bureau of Vital Statistics when father is unknown or mom executes Affid of Status
18. Hearing date scheduled with court; all parties notified (including GAL and AAL, if applicable)
19. Final Order prepared
20. Statement of Evidence prepared, if a party cited by publication
21. Servicemembers' Affidavit
22. Prove up script
23. Get certified copy of Termination Order for client