

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

DCF-2016
 3/19 (Rev.)



TO BE FILED IF PARENT'S WHEREABOUTS ARE KNOWN	
<input type="checkbox"/>	Petition for Termination of Parental Rights (JD-JM-40) One (1) notarized original to the court; Eleven (11) copies = ten (10) copies to the court plus (1) one copy in the case record until a signed and dated copy is returned by the court.
<input type="checkbox"/>	Summary of Adjudicatory Facts for Termination of Parental Rights One (1) original and ten (10) copies to the court plus (1) one copy in the case record.
<input type="checkbox"/>	Social Study for Termination of Parental Rights One (1) original to court, plus one (1) copy in case record, one (1) copy to be sent by Social Worker to each attorney of record, including the AAG.
<input type="checkbox"/>	Affidavit/Consent to Termination of Parental Rights (JD-JM-60) (if parents are consenting) Three (3) notarized originals (all signed by the parent). One (1) original to the parent, one (1) original and seven (7) copies to the court and put one (1) original in the case record.
<input type="checkbox"/>	Custody Affidavit (JD-JM-30) One (1) notarized original to court, and put one (1) copy of the notarized original in the case record.
<input type="checkbox"/>	Affidavit for Out of Home Placement (DCF-1999) One (1) notarized original to the court; One (1) copy of notarized original for the case record.
<input type="checkbox"/>	Instructions to the Marshal One (1) form per family should list each individual to be served and their address. Original to the court; court will fill in the date by which service needs to occur.
<input type="checkbox"/>	Notice to Foster Parents To be prepared and sent by DCF social worker. CANNOT be sent until you receive the hearing date. One (1) original to foster parent, one (1) copy to the AAG, one (1) copy to case record.
<input type="checkbox"/>	Motion for Order of Certified Mail (DCF-2011) To be used if the parents/guardians reside at a known address out-of-state. One (1) original and one (1) copy to court, one (1) copy in case record.
<input type="checkbox"/>	Order, Termination of Parental Rights and Appointment of Statutory Parent/Guardian (JD-JM-31) One (1) original to court and one (1) copy for the case record until a signed dated copy is returned by the court.
TO BE FILED IF PARENT'S WHEREABOUTS IS UNKNOWN	
<input type="checkbox"/>	Affidavit Regarding Diligent Search for the Parents' Identity and/or Location (DCF-2037) To be used if the parent(s)/guardian(s)' whereabouts or identity are unknown. MUST contact known relatives, known employers, Information, and Departments of Correction and Social Services. Internet search of phone records can be done through paralegal if town is unknown. One (1) notarized original of each affidavit to the court. (Have the original notarized; then make a copy and place it in the case record.)
<input type="checkbox"/>	Motion for Order of Notice (DCF-2010) To be used if the parent(s)/guardian(s)' whereabouts are unknown. One (1) original to the court; one (1) copy in the case record.
<input type="checkbox"/>	Order of Notice (JD-JM-61) One (1) original to the court; one (1) copy in the case record. (For publication purposes only, if the parent(s)/guardian(s)' whereabouts are unknown.) To publish on John Doe – state at Notice To = Father of male/female child, born on _____ to Mother's first name and last initial in Town where child was born. Use JD-JM 61A.
<input type="checkbox"/>	Form Letter to Newspaper For publication purposes only, if parents/guardians' whereabouts are unknown. One (1) original to court, one (1) copy for the case record.