
TERMINATION OF PARENTAL RIGHTS

WASHBURN COUNTY
PROBATE OFFICE
10 West 4th AVE., P. O. Box 316
SHELL LAKE, WI 54817

HOURS:
MONDAY – FRIDAY
8:00 AM – 4:30 PM

PHONE: 715-468-4688

NOTE: This guideline is provided only as a public service and is not meant to be legal advice. The Register in Probate office cannot give legal advice; please contact an attorney if you have legal questions. This Guideline is subject to change or amendments.

FIRST STEP: Complete and file the originals of the following:

- JC-1630 Petition for Termination of Parental Rights
To initiate a proceeding to terminate the parental rights of a parent.

- JC-1633 Summons
To give notice to parents that a petition to terminate parental rights has been filed and to summons the parents to court for a hearing.

- JC-1634 Consent to Use Mother's Name for Publication
Authorization by mother to use her name in the notice when publication is required for a termination of parental rights summons.

- JC-1635 Notice and Order of Hearing (for publication)
To give notice to parents who cannot otherwise be served that a petition to terminate parental rights has been filed and to summons the parents to court for a hearing.

- JC-1636 Consent to Termination of Parental Rights (Affidavit)
Affidavit by a parent consenting to the termination of their parental rights to a child.

- JC-1637 Consent to Termination of Parental Rights (Judicial)
Consent form signed by a parent before a judicial officer, consenting to the termination of his or per parental rights to a child.

- JC-1638 Order Concerning Termination of Parental Rights (Voluntary)
Order formally indicating the court's decision on a petition to voluntarily terminate the parental rights of a parent.

- JC-1639 Order Concerning Termination of Parental Rights (Involuntary)
Order formally indicating the court's decision on a petition to terminate the parental rights of a parent.

Certified copy of Birth Certificate

If there is no father listed on the birth certificate, the court will send an inquiry to the Department of Children and Families to determine if anyone has filed a declaration of paternal interest. (DCF-F-CFS0019-E)

GF-131

Order Appointing Guardian ad Litem

You will need to hire this attorney, who will meet with you, the other parent, and the child, and will make a recommendation to the court as to what is in the best interests of the child. Please be sure to explain to the guardian ad litem that this is for a Termination of Parental Rights and not a divorce/family/custody/paternity matter. Consent portion needs to be signed by the attorney who is agreeing to act as the child's guardian ad litem. If you want the court to appoint a guardian ad litem, a fee deposit of \$250 is due at the time of filing.

Once you have the forms completed, please file them with the Register in Probate's office. A judge will then be assigned and hearing scheduled. You will be responsible for providing all interested persons, including the guardian ad litem, with a copy of the filed documents. If you need to publish, you will also be responsible for making sure that the Notice and Order for Hearing (For Publication) gets published in the newspaper of the last known residence if you are unable to locate the other parent. You will also need to provide us with Affidavit of Publication showing that the notice has been published. That affidavit will be received from the newspaper.

If you have any questions, please contact this office.