

# HOW TO ORGANIZE A TPR FILE

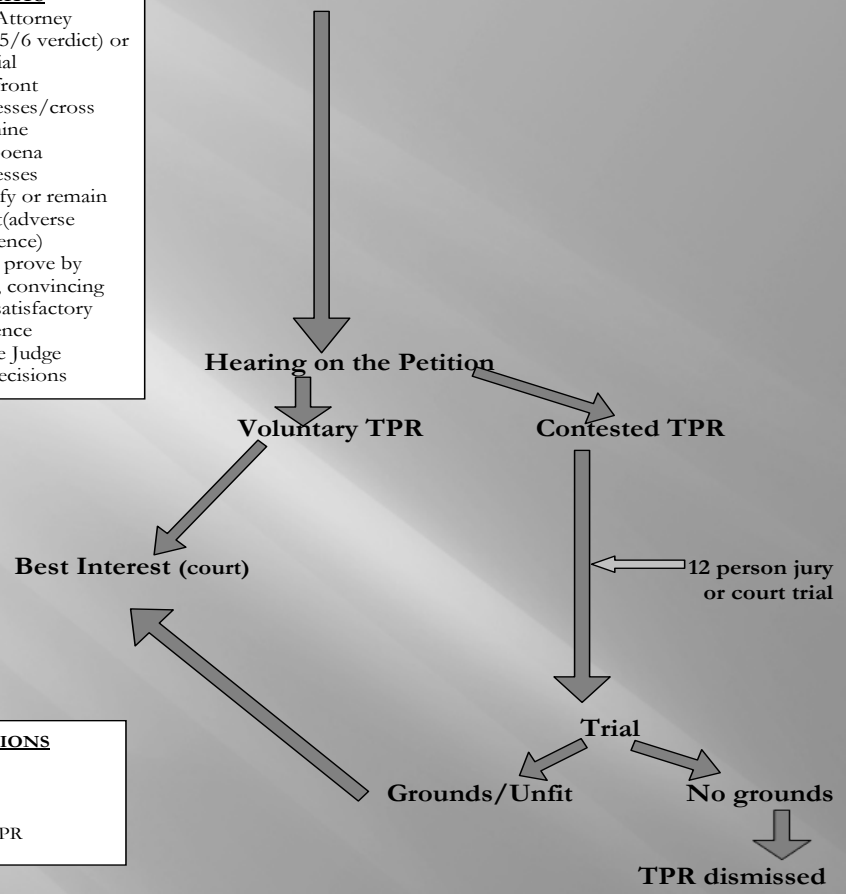
State of Wisconsin Public Defender's  
Office

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# Termination of Parental Rights (TPR)

## Petition for Termination of Parental Rights

- RIGHTS**
- 1) Lawyer/Attorney
  - 2) Jury (w/ 5/6 verdict) or Court Trial
    - a. Confront witnesses/cross examine
    - b. Subpoena witnesses
    - c. Testify or remain silent(adverse inference)
    - d. State prove by clear, convincing and satisfactory evidence
  - 3) Substitute Judge
  - 4) Appeal decisions



- DISPOSITIONS**
- Adoption
  - Guardianship
  - Sustaining care
  - Dismissal of TPR

Permanency Plans continue as case proceeds through TPR process

# Organizing Your TPR File

1. Gather Contact Information. It helps to have this taped to the outside of the file (see examples). I try to get the phone, fax and email address for:
    - GAL
    - other parent's attorney
    - the petitioning attorney
    - the social worker
    - Both parents
- ▣ Also get the CHIPS case numbers

# Sample File Cover

Judge I.M. Fair Circuit Court Branch 3 AnyCounty Judge

Fax: 888-888-8888 Phone:

Child: Jay' Den Cooper DOB 1/1/17

**Client:** Tayna Hess

Email: hessisbest@gmail.com

Address: 1234 Any Street

Best Town, WI 55555

Phone:

Regular Court Reporter: Johnny Fast Fingers

Judicial Assistant:

TPR Case No.: 17 TP 1

CHIPS Case No.: 16 JC 04

Attorneys: Amanda M. Skorr

[skorra@opd.wi.gov](mailto:skorra@opd.wi.gov)

100 W. Lawrence Street Suite 250

Appleton, WI 54911

Other Children and CHIPS case numbers: \_\_\_\_\_

**Dad/Mom Attorney:**

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CORP COUNSEL:**

Phone:

Fax:

Email:

Address:

**GAL:**

Phone:

Fax:

Email:

Address:

**SW:**

Phone:

Fax:

Email:

Address:

**TPR Intake Questionnaire:**  
**available at : <http://wisprd.org/index.php/legal-resources/specialty-practices/termination-of-parental-rights-tpr/prepare-and-file-motions/initial-motions-to-file>**

**Casehead:** \_\_\_\_\_  
**Client:** \_\_\_\_\_  
Other Parent: \_\_\_\_\_  
Other Parent: \_\_\_\_\_

Initial Meeting Date: \_\_\_\_\_ S.W. \_\_\_\_\_  
Demographics Updated: \_\_\_\_\_ Agency/Contact Info: \_\_\_\_\_  
\_\_\_\_\_ Previous SW: \_\_\_\_\_  
\_\_\_\_\_ ICWA: \_\_\_\_\_

**Client:** \_\_\_\_\_ **Employer:** \_\_\_\_\_  
Address: \_\_\_\_\_ Work Hours: \_\_\_\_\_  
**Phone:** \_\_\_\_\_ Other Income/Source: \_\_\_\_\_  
Language: \_\_\_\_\_ Public Benefits: \_\_\_\_\_

Child(ren)'s Name Date of Birth/ Age Placement Special Needs?

Current Family Interaction/Visitation Plan:

**CHIPS History**

Date of Removal: CHIPS Attorney: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Removal:

GAL: \_\_\_\_\_

Phone: \_\_\_\_\_

CHIPS Conditions:

Completed?

Service Providers: Agency/Contact Info:

Psych Eval:

Mental Health:

Psychiatrist:

Medications:

AODA:

Parenting/Nurturing:

Supervised Visitation Worker:

Other:

Family Situation:

Who lives with you?

Rent/Bills?

Level of Education:

Criminal History:

Support System:

Relatives/Friends/Minister

TPR Grounds at Issue:

Length of Out-of-Home Placement:

Previous TPR?

2. Prepare labels for the subfolders that will be needed in the file.

- It is helpful to scan the case progress notes and ask Blake Comer in Milwaukee to insert page numbers and make the notes searchable.

▣ Samples of Folders:

- Pleadings
- Petitions
- Motions (I have two files – one that is Motions that have been filed and decided and one that is Motions that we are currently working on).
- Legal
- Medical-Children
- Medical-Parent
- Education
- Perm Plan (highlight the dates)
- Referrals
- Dr. Evals
- Misc.
- Family Court File
- Placement Study
- Criminal
- Treatment
- Service Provider Reports

3. Case Progress Notes are 3-holed punched and placed in a labeled binder.
  
4. Create a time-line.

2012		
Note	Date	Summary
Note 887	07/10	Aunt interested in placement
Note 884	7/12	SW to FP children had no medical issues

5. Create a cast of characters.
  - Basically list each person named in the discovery, their role, and corresponding page numbers in the discovery. The cast of characters might have a second section that is the Chain of SW (a timeline of the Social Workers assigned if that has changed a lot).

### Cast of Characters

NAME	ROLE	PAGES IN DISCOVERY
Alger, Anna	EMT	64
Clark, Tommy	Dad's Best Friend	4, 7-9, 62-63
Coates, DR.	ER Doc	27, 75, 155, 1126



6. Create table with categories per attorney request.
7. Attorney to create a “code” of issues that are relevant.
8. Attorney to highlight portions of the discovery and write the “code” in. Then type in the highlighted portion and the designated code.
  - **The chart can be sorted by code so you have all the questions for the social worker together, etc., or by date or by child.**

**Codes:**

- SW** Social Worker Questions
- D** Points for Mom
- C** Court-order condtions
  - C1- Visits**
  - C2- Counseling**
- GAL** GAL Involment

Code	Page	Date	Child	Document	Author	Agency	Notes
SW	1-13	8/6/16	Jay'Den	Perm Plan	Candy	DHS	Adoption already considered. Allegation of abuse in IL-no removal.
D	2	8/18/16	Jay'Den	Perm Plan	Candy	DHS	“may have” witnessed domestic.