

Pre-perm/161 Document Checklist

Copies of birth certificates for each child

Marriage/divorce/death certificates for all parents

Disclaimers or affidavits of paternity (if applicable)

Certified copy of paternity case file (if applicable)

Putative father registry search results

Certified copy of each child's juvenile court file

Certified copy of any prior involuntary TPRs (Findings of fact and orders of termination)

Administrative Office of the Court (AOC) summary criminal summary sheet for all parents

Copy of updated absent parent search (Lexis-Nexis)

Copies of most recent family/individual case plans and any relevant prevention plans not filed in the juvenile file (two most recent if applicable, provide date of previous plans)

Copies of all letters to any parent from any worker

Complete copy of service recordings to date

Proposed witness list (including any present or past therapist or treatment providers for either parent or any child, CASA volunteer, foster parent, etc.)

Copies of evaluations/assessments for each parent (if applicable, including, substance abuse assessments, mental health assessments, psychological evaluations, CATS assessment, etc.)

Certified copies of any sibling juvenile court files (if sibling is not part of TPR)

Certified copies of any medical records related to the child's removal from the parents. (Example, a pediatric forensic medicine report; birth records for a drug-exposed infant)