

DFPS Case Checklist

Parent representation in a CPS case | Intake through adoption

INTAKE:

- ☐ Case Manager Note: *****INFO PAGE*****

TIP: Use future date to keep INFO PAGE at top of Notes.

- ☐ Case Manager Appointments: File Date, Attorney Appointment Date, 262 Date, 12m deadline
- ☐ Case Manager Related Attorneys:
- ☐ Document Assembly: DFPS Intake Form Set (0.03 Non-Div Intake, 1.14 Client Letter-Shell, 52.21 Respondent's or Ad Litem's Request for 262.014 Disclosure, 25.01, Attorney [Special] Appearance).

TIP: Use TxDocs Editor Snippets to create your custom letter template

- ☐ Email/eServe 262 Disclosure Request to DFPS Attorney
- ☐ Request client contact information

PARENT CLIENT INTERVIEW:

- ☐ Atty Intro
- ☐ Allegations (SU, Abuse, neglect, discipline, med neglect etc.)
- ☐ Client's statement/defenses:
 - ☐ DFPS reasonable efforts to avoid removal
- ☐ Identify Parents:

Mother

Adjudicated Parents/Order Info:

Acknowledged Parents:

Presumed Parents:

Mother's Spouse Name	DOB	Marriage date	Divorce date	Contact info

Alleged Father(s):

Other Conservators:

- ☐ Relatives/Fictive Kin for Placement

Name	Relationship	DOB	Phone	CPS/Crim history (y/n)

- ☐ Indian Child Welfare Act (ICWA)
- ☐ 1.25 Statement of Inability to Pay Costs
- ☐ Proposed agreed order, if appropriate:
- ☐ Explain Process: Although rare, family can be reunified at 6-month review hearing IF parent has resolved reasons for removal. TFC 263.002(c).
- ☐ Next Steps Letter (Client Letter- Shell with Snippet)
- ☐ 52.32 Respondent's Motion to Authorize Placement

60 DAY STATUS HEARING

- ☐ Plan is narrowly tailored to address reasons for removal
- ☐ Client participated in preparation of plan, signed
- ☐ Client's objections to plan

REVIEW HEARINGS (TFC 263.002(c))

- ☐ 52.28 Response to Permanency Progress Report and Motion for Further Orders

PRETRIAL

- ☐ 52.36 Motion for Continuance of Trial (DFPS)
- ☐ 52.20 Respondent's Request for Discovery to DFPS (ROGs and RFP)
- ☐ 21.10 Request for Disclosure (after 09/01/23)
- ☐ 11.04 Counterpetition in SAPCR

DFPS ADOPTIONS

- ☐ 0.04 Adoption Intake
- ☐ 39.24 Adoption Certificate
- ☐ 41.01 Petition for Adoption with Interstate Compact (**see New SSN option!)
- ☐ 1.25 Statement of Inability to Pay Costs
- ☐ 39.19 Child's Consent to Adoption
- ☐ 41.02 Adoption Order