

**Information & Instructions: Attorney Check List Termination or Adoption
Proceeding**

PREVIEW

1. This form may be used as a check list to make sure all of the steps are completed which may be necessary to handle the termination/adoption proceeding.

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Form: Attorney Check List Termination or Adoption Proceeding

PREVIEW
ATTORNEY CHECK LIST

Attorney Task	Date Due	Date Completed
Initial Client Interview and Fact Investigation	Inception	
Retainer Paid and Contract Signed	Inception	
Discuss with Client Directive on Combining Petition	Prior to Petition	
Determine if Client has standing to file for termination/adoption	Inception	
Determine venue for petition	Inception	
Prepare Petition for Termination and/or Adoption	Inception	
Have Client Review and Sign Adoption Petition	Inception	
File Petition or Petitions with Clerk of County Where Venue Lies.	Inception	
Cause Service to Be Issued, If Necessary	Inception	
Prepare Affidavit for Service by Publication, if Needed.	Inception	
Determine if Motion to Transfer desirable or appropriate.	Inception	
File Motion to Transfer Venue if Appropriate	concurrent with petition	
Affidavit Controverting Venue	within 20 days of service of motion to transfer	

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Attorney Task	Date Due	Date Completed
If father is alleged and paternity not established, file request with Dept. of Vital Statistics for search of Paternity Registry to determine if father registered	At or near inception of case	
Obtain certificate from Registrar on results of search of Paternity Registry	Within 30 days of filing Petition	
Request criminal history of adopting petitioners	Make request early in case (within 25 days of inception.)	
Prepare Affidavit of Relinquishment	As soon as Petition filed.	
Prepare Mother's Affidavit of Status	As soon as practicable	
File Motion for Appointment of Guardian Ad-Litem and/or Attorney Ad-Litem, as needed	Early in case to allow time to work case by Ad-Litem	
File Motion for Pre-Adoptive Home Screening Report and Post-Placement Adoptive Report; and the Health, Social, Educational, and General History Report (if adoption is not filed by stepparent, grandparent, aunt or uncle)	File within 15 days or less from original filing date.	
Follow-Up on Reports	20 days after Reports	

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Attorney Task	Date Due	Date Completed
Prepare Consent for Child Over Age 12 to Sign	15 days before hearing	
If Managing Conservator is not a party, have Managing Conservator sign waiver and consent to adoption.	Early in case.	
Set Hearing Date with Court	When necessary reports on file and criminal history obtained	
Prepare Order Terminating P/C Relationship		
Prepare Adoption Decree		

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