

How to ensure a parent that has been TPRed will not continue to get information:

If a parent was TPRed go to the parties screen and change the address to TPR. This protects you should a notice of hearing accidentally get generated. Note: If someone has opted in electronically they will still have access to the case and should be withdrawn.

Party information

Party type: Alleged Father (AF) | Common party: | Agency: |

First: | Middle: | Last/business name: | Suffix: |

Error correction: Yes No | Update caption: Yes

Primary address: TPR | Secondary address: | ZIP: 61605

City: Peoria | State: IL | Country: US | Address effective date: 08-16-2022

Also change “Notices to Party w/Atty” is NO

Language: English (EN) | Sex: Female | Date of birth: | Date of death: |

Phone number: | Cell phone: 262-269-9981 | Send reminder text messages: No

Email address: | Notices to party w/Atty: No | In custody: No | eNotice: No | Status: Active (AC)

eFiling fee paid: Yes | Covered by fee waiver: No | Needs additional security: No

Edit | Add party address

Local Preference (attorneys can also file as a non-party eFiler to accomplish the same): Schedule a check case 30 days from the date of disposition:

In the comments write instructions for yourself as to who was TPRed

Our example “Father TPRed”

Activity: | Interpreters (0) | Special Notices | Audio Recordings

Activity type: CHK - Check Case | Maintenance: Electronic filing

Court official: 2638 - Lazar, Maria S. | Location: Juvenile Center JC-124 | Priority: 1

Date: 11-18-2021 | Start time: 08:00 AM | End time: 08:05 AM | No. of days: 1

Notice text: | Find and add quick text: |

Comments: Father TPRed | Additional security requested: NO

Disposition date: 11-18-2021 | Calendar disposition code: None

Why do we need a check case? There is an additional form that the TPR attorney is required to file if the client wants it. (Notice of Intent to Pursue Postdisposition Relief)

When your check case is on the calendar:

Withdraw the parent(s) that were TPRed at the disposition. This will not only remove their access but the access of their attorney as well. (This is done whether or not a Notice of Intent was Filed.)

The screenshot shows a software interface for managing legal cases. The main area displays event information for a party. The 'Caption' field is partially visible at the top. The 'Date' is set to 11-18-2021. The 'Event' is 'WP Withdrawn party' with a dropdown arrow. The 'Tag' is 'EA'. The 'C.O.' field has a dropdown arrow. The 'Repl.' field has a dropdown arrow. The 'Tape #' and 'Tape Loc.' fields are empty. The 'Std. Text' field is empty. The 'Additional Text' field contains the text 'Father TPRed'. The 'User' information at the top right shows 'UserID: EADAMS2' and 'Adams, Elizabeth'.

DO NOT REINSTATE A PARTY IF AN APPEAL IS FILED. (More on appeals later)

Other juvenile cases (CHIPS, Guardianship, JIPS, Delinquency)- when a parent is TPRed go to other cases that involve that parent withdraw them, as well as change address to “TPR”

If all parents have been TPRed the CHIPS case has terminated. Any hearings that are scheduled on the JC case should be transferred to the TP case. Make a notes entry “Parental rights have been terminated, all future court dates to take place in the TP case.” This might not always be the case. One parent may be TPRed and the CHIPS case continued for the other. Local practice may require the petitioner to file a motion and order to terminate the CHIPS case as well.

Notice of Intent to Pursue Post Dispositional Relief (NIPPR) is filed. DO NOT REINSTATE THE PARTY!

Add another party “Other” and under first or last name “Father/Mother Appellate Attorney” specify which parent since both could file an appeal. That is the only information you will enter, however you need to know which party number it is.

Party information

Party type: Other (OT) | Common party: | Agency: |

Last/business name: | First: Father Appellate Attorney | Middle: | Suffix: |

From the parties tab you may need to edit your view to include the party number

Reset to system default

Selected columns

9 options selected | 14 options available

Type	In custody
Name	Attorney court appointed
Party notice	Party court appointed
Date of birth	Language
Status	Fee waived
Attorneys	Filing agent
Attorney notice	Filing agent notice status
eFiling fee paid	Sealed
Party number	Date of death
	Address

The parties tab will show the party number, which will need to be included in the letter sent to State Public Defender Appellate Division.

Type	Name	Party notice	Date of birth	Status	Attorneys	Attorney notice	eFiling fee paid	Party number
Child		Paper	11-02-2009	Active	Thomas C Simon Aty	eNotice	No	1
Mother		Paper	04-17-1987	Active	Thomas Paul Alberti	eNotice	Yes	2
Father		Paper	03-01-1989	Withdrawn	Robert A. Gardner	eNotice	Yes	3
Other	Father Appellate Attorney	Paper		Active			No	6

Example:

Enclosed herewith please find a copy of the defendant’s Notice of Intent to Pursue Post-Disposition or Appellate Relief, a copy of the Order Concerning Termination of Parental Rights - Involuntary, and a list of all court reporters in this matter. **If an appellate attorney is appointed, they should electronically opt into the case as party “other 6.”**

The appellate attorney stays there until the notice of appeal is filed. You can then withdraw the “other appellate attorney” since they now have access to the case through the appeal.