

ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
OFFICE OF LEGAL SERVICES

**Statewide Legal Screening Packet**

**For Termination of Parental Rights/Adoption, Guardianship and Expedited Adoption**

**Checklist**

1. A fully completed STATEWIDE LEGAL SCREENING CHECKLIST AND PACKET must be completed for each child. The forms must be typewritten.
2. CERTIFICATES (copies should be presented with the screening packet and originals kept with the agency file):
- OFFICIAL BIRTH CERTIFICATE for the child being screened
    - Hospital birth certificates are not sufficient
  - DEATH CERTIFICATE for any deceased parent
    - A certified copy will be required at the TPR hearing & for Cook County Expedited Adoption cases.
- If available, MARRIAGE CERTIFICATE and/or DIVORCE DECREE if there is a question as to whether mother was married at the time of birth or conception of child.
3. COURT ORDERS
- Temporary Custody/Shelter Care
  - Adjudication
  - Disposition
  - Permanency – most recent
  - Paternity, if applicable
- For Subsidized Guardianship & Expedited Adoption cases:
- Appointment/Appearance and/or Withdrawal of Parents' Attorneys
  - Termination of Parental Rights, if applicable
  - Visitation Orders (Only for Sub Guard cases, if applicable)
4. DILIGENT SEARCH Packet if either parent's whereabouts is unknown.
- Include the completed Caseworker Completion Prior to Search form (CFS 915-1)
  - Include the request to and response from the Diligent Search Service Center (DSSC) (forms CFS 915-2 and 915-3)
  - Include the signed Affidavit from DSSC and the Caseworker Affidavit (CFS 915-6)
  - CANTS/LEADS must be updated (in Cook County, update every 6 months). Attach the full printouts if there are 'hits.'
  - Cook County cases: all supporting documentation for the diligent search must be attached.
  - The IDOC/Jail check must be updated immediately prior (within 48 business hours) to **each** legal pre-screening and screening appointment.
5. CONSENTS/SURRENDERS TO ADOPTION, if applicable
- Consents signed in court must be certified
  - Consents signed outside of court must be originals
  - Originals/Certified copies will be presented at screening, but will be retained in the agency file.

6. PUTATIVE FATHER REGISTRY SEARCH if father's whereabouts is known

Putative father registry (PFR) certificates are necessary in most cases, unless the birth parents were married, and you include a copy of the marriage license and the child's birth certificate listing that father on both.

NOTE: If you complete a diligent search for a parent, the Diligent Search Service Center (DSSC) will search the Putative Father Registry for you, so a PFR certificate is not needed for these cases. You will, however, need the DSSC response and in Cook County, supporting documentation.

7. For TERMINATION OF PARENTAL RIGHTS (TPR)/Adoption cases only:

(a) Psychiatric, Psychological and/or Substance Abuse History of Birth Parent -- Records pertaining to psychiatric hospitalizations of the parents, clinical evaluations, drug/alcohol treatment reports and criminal history of parent(s) if the termination grounds include depravity due to felony convictions or murder convictions.

(b) List of all outside agencies to which parents were referred, agency addresses and the reasons for the referrals.

(c) Witness/Caseworker list (attached to this form)  
Including the names, current addresses and telephone numbers, along with the current affiliations of all current and past DCFS and POS workers and investigators assigned to the case (CM06 screen).

(d) All Service Plans, including a current CFS 497 Service Plan  
If there are no service plans done for a certain period of time, please include case notes, Uniform Progress Reports, letters, etc. to cover the missing time frame.

(e) Social History done at Disposition  
If you cannot locate this social, a current social may be accepted. If the dispositional social is more than 1 year old, you must include an updated social.

8. BACKGROUND CHECKS on caregivers (within the last six months)

CANTS & LEADS must be done for all adults living in the home where the child is currently placed. Additionally, all persons age 13 and over must have had a CANTS check done.

- Attach the complete printouts.
- In advance of your screening appointment, if there are 'hits', seek the advice of the appropriate DCFS attorney or paralegal who will screen or pre-screen your case.

9. PERMANENCY COMMITMENT by Foster Parent/Relative Caregiver (CFS 1443) completed and signed form – photocopy

- This must be signed by the caregivers, the caseworker and the supervisor.

10. INTERSTATE COMPACT

Attach a copy of the form showing Interstate Compact Placement Approval, or if placement is not yet approved, attach a copy of the Interstate Compact Placement Approval Request Form (CFS 490) and, for Sub Guard cases only, a copy of the signed and approved *Signature Addendum Form for Subsidized Guardianship*.

**For all Subsidized Guardianship cases:**

- 11. Name/s and address of proposed guardian/s:
- 12. Subsidized Guardianship Subsidy Packet
  - The petition cannot be filed until the subsidy is approved.
- 13. Original Statement of Consent of Foster Parent/Caregiver to Guardianship
- 14. Original Nomination of Guardian form for minors age 14 or older (CFS 483)
- 15. Caseworker and Caregiver Permanency Planning Checklists (CFS 483 and 483-1)
- 16. Current Service Plan CFS 497
- 17. Case eligibility confirmation (CM-24 printout)
- 18. Names and addresses of minor's adult siblings:  

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- 19. In **Cook County Only**: Case Review Form (CFS 1420) indicating a goal of #24 Guardianship

**For Subsidized Guardianship cases outside of Cook County only:**

- 20. Appearance and Consent for Letters Appointing Guardian form, completed, signed by parents and notarized
- 21. Oath of Guardian form, completed, signed and notarized by each proposed guardian

**For Cook County Expedited Adoption Cases Only:**

- 22. Name/s & address of proposed adoptive parent/s:  

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- 23. Home Study typed on agency letterhead, dated & signed by caseworker and supervisor
- 24. Investigatory Report typed on agency letterhead, dated & signed by caseworker and supervisor