

# Surrenders

Sometimes a parent may wish to voluntarily relinquish his or her parental rights. This is also referred to as a “surrender”. Surrenders are so confidential that only Judges and Clerks are allowed to view the files.

The Orders should be kept in a separate order book from all other orders. This requires a separate “Surrender” court. The case Assigned/Home Court should be the surrender court.

There should be one case per parent. There may be multiple children on one case.

## Add the child

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Add the relatives.

## Add a Case

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Case type:\* SUR - Surrender ▼


Access:\*  Normal  Confidential  Sealed Expunged:\*  Yes  No

Assigned/home court: SUR - Surrender Court ▼

Name: **Laura Ingalls**

Role:\* CH - Child ▼

Referring agency:\* PAR - Parent ▼


Start date: 10/5/2018 

- **Case type** – Surrender
- **Access** – N/A
- **Assigned/home court** – Surrender Court
- **Name** – Should already be the name of your child.
- **Role** – Child
- **Referring agency** – Whoever is bringing this case to your court.
- **Start date** – Date the paperwork was received by your office.

Click the **Update** button to save your work.

## Add a Document

Add a document called "scanned surrender paperwork." This document will ask you about adding other parties to the case as well as ask you to schedule a hearing for the surrender and add the filed statute for you. Scan the document into the case.

- Names associated with the case <a href="#">Top</a> <a href="#">Add</a>						
Name	Case	Role	Start date	End date	Warrant	Attribute
Laura Ingalls (1)	11	Child	10/9/2018 1 day			
Mary Ingalls (3)	3	Child	10/9/2018 1 day			
Caroline Ingalls (6)	6	Petitioner	10/9/2018 1 day			
- Case status history <a href="#">Close case</a> <a href="#">Top</a> <a href="#">Add</a>						
10/9/2018 - Case Filed						
- Case number history <a href="#">Top</a> <a href="#">Add</a>						
2018SUR000003						
- Filed statutes <a href="#">Top</a> <a href="#">Options</a>						
Name	Count	Petition	Plea	Disposition		
Caroline Ingalls	1 - Surrender of Parental Rights (TCA 36-1-111), a Civil; Filed 10/9/2018	18-000020		Open		
- Last 20 Events <a href="#">Top</a> <a href="#">Add</a>						
Event date/time	Event type		Court	Disposition		
10/9/2018 1:59:30 PM	Surrender of Parental Rights		Surrender			
- Documents/docket entries <a href="#">View CCS</a> <a href="#">Top</a> <a href="#">Add docket entry</a> <a href="#">Add document</a>						
(View)  10/9/2018 2:00:04 PM - Scanned Surrender Paperwork						

## Return from Court

Following the surrender approval, add a Document called Surrender Return from Court (RFC-SUR).

This document will prompt you to dispose of the event.

It will ask if surrender was approved. If the answer is yes, it will update the filed statute disposition to granted.

It will prompt you to change the relatives. Change Mother's and/or Father's relative type (whoever was terminated) to "Terminated Parent", make sure lives with is "no", and change custody status to "Parental Rights Terminated."

It will add a Termination of Parental Rights requirement for all names associated with the case.

It will change the name of the Return from Court document to "Acceptance of Surrender."

It will add a case status of "closed," closing the case.

- Names associated with the case <a href="#">Top</a> <a href="#">Add</a>						
Name	Case	Role	Start date	End date	Warrant	Attribute
<a href="#">Laura Ingalls (1)</a>	11	Child	10/9/2018	10/9/2018		
<a href="#">Mary Ingalls (3)</a>	3	Child	10/9/2018	10/9/2018		
<a href="#">Caroline Ingalls (6)</a>	6	Petitioner	10/9/2018	10/9/2018		

- Case status history <a href="#">Close case</a> <a href="#">Top</a> <a href="#">Add</a>			
10/9/2018 - Closed			
10/9/2018 - Case Filed			

- Case number history <a href="#">Top</a> <a href="#">Add</a>	
2018SUR000003	

- Filed statutes <a href="#">Top</a> <a href="#">Options</a>				
Name	Count	Petition	Plea	Disposition
Caroline Ingalls	1 - Surrender of Parental Rights (TCA 36-1-111), a Civil; Filed 10/9/2018	18-000020		Granted

- Requirements <a href="#">Top</a> <a href="#">Options</a>					
Name	Assigned	Requirement	Start	Status	Status date
Caroline Ingalls Laura Ingalls Mary Ingalls	10/9/2018	Termination of Parental Rights	10/9/2018	Successfully Completed	10/9/2018

- Last 20 Events <a href="#">Top</a> <a href="#">Add</a>			
Event date/time	Event type	Court	Disposition
10/9/2018 1:59:30 PM	Surrender of Parental Rights	Surrender	Heard by Judge

- Documents/docket entries <a href="#">View CCS</a> <a href="#">Top</a> <a href="#">Add docket entry</a> <a href="#">Add document</a>	
(View) <a href="#">🔗</a>	10/9/2018 2:10:42 PM - Acceptance of Surrender
(View) <a href="#">🔗</a>	10/9/2018 2:00:04 PM - Scanned Surrender Paperwork

**Change from this:**

**Relative Detail**  
**Laura Ingalls (File# 1)**

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Relative: **Caroline Ingalls (6)**  
Relative type:\*   
Lives with:\*  Yes  No  
Custody status:   
Place name at top of list:  Yes  No

**To this:**

**Relative Detail**  
**Laura Ingalls (File# 1)**

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Relative: **Caroline Ingalls (6)**  
Relative type:\*   
Lives with:\*  Yes  No  
Custody status:   
Place name at top of list:  Yes  No