

**LIVINGSTON COUNTY CIRCUIT COURT – FAMILY DIVISION – ADOPTION UNIT  
DIRECT PLACEMENT ADOPTION CHECKLIST**

---

**The following items are required in the filing of the Petition for Adoption**

- Petition for Direct Placement Adoption (form PCA 301a)
- Copy of adoptee’s birth certificate or verification of birth
- Copy of adoptive parent(s) birth certificate(s)
- Copy of adoptive parent’s marriage license, if applicable
- Petitioner’s Verified Accounting (form PCA 347)
- Statement of Services Performed by Agency (form PCA 345)
- Statement of Services Performed by Attorney (form PCA 346), if applicable
- Health report for adoptee and each adoptive parent completed within one year
- Adoptive home study and any pre-placement assessments completed by an adoption agency
- Child evaluation/birth family information
- Agency statement of adoptive family’s receipt of non-identifying information
- Filing fee of \$185.00 – check or money order payable to Livingston County Juvenile Court
- Adoption Report Required to Establish New Michigan Birth Record
  - \*If the adoptee was not born in the State of Michigan, you must contact the state in which the adoptee was born and request the form to Establish a New Birth Record and provide it with your packet, along with the appropriate fee in a check or money order made payable to the appropriate state and/or department**
  - \*You can obtain information on who to contact regarding this information at <http://www.cdc.gov/nchs/w2w.htm>**
- New Birth Certificate fee of \$50.00 (includes (1) certified copy), if adoptee was born in the State of Michigan, by check or money order made payable to: **State of Michigan**
  - \*Each additional certified copy is an additional \$16.00**
  - \*Additional \$25.00 Rush Fee, if you choose, for 2-3 weeks processing**
  - \*If the adoptee was not born in the State of Michigan, please contact the state in which the adoptee was born on the fee associated with Establishing the New Birth Record**

**When a hearing is requested for a parent’s or guardian’s consent and/or termination of parental rights, the following forms and proposed orders need to be submitted, based on the situation:**

- Custody statement of father (PCA 316) or Petition for hearing to identify father (PCA 310) and Declaration (PCA 315)
- Order Terminating without release or consent (PCA 312)
- Consent to adoption by parent (PCA 308)
- Statement to accompany Consent (PCA 339)
- Parent’s or guardian’s verified accounting (PCA 348)
- Order terminating after release or consent (PCA 318)

**LIVINGSTON COUNTY CIRCUIT COURT – FAMILY DIVISION – ADOPTION UNIT  
DIRECT PLACEMENT ADOPTION CHECKLIST**

---

- Advice of rights (PCA 323)
- Parent's Consent/Denial form (DHS-1919)
- Adoption Support Group List
- Adoption Information Brochure
- Order placing child after release or consent (PCA 320)
- Notice to adopting parents on pending or potential appeal/rehearing (PCA325)

**After a placement order has been entered the following document needs to be submitted:**

- First Supervision Report (30 Day)
- Second Supervision Report (60 Day)

**When the petitioner is requesting finalization, the following forms and proposed orders need to be submitted:**

- Statement of Services Performed by Attorney 21 Day (PCA 346)
- Statement of Services Performed by Agency 21 Day (PCA 345), if applicable
- Final Order Allowing Fees (PCA 341)
- Order of Adoption (PCA 321)
- Final Supervision Report
- Request for finalization
  - o Clarify whether Petitioner(s) want a confirmation hearing or administrative confirmation

Completed packets may be dropped off at the address below, or delivered to the Court via mail.

**PACKETS THAT ARE NOT FILLED OUT COMPLETELY WITH ALL NECESSARY  
SUPPORTING DOCUMENTATION WILL BE RETURNED**

Livingston County Circuit Court – Family Division – Adoption Unit  
204 S. Highlander Way, Suite 3  
Howell, MI 48843  
(517) 546-1500