

LIVINGSTON COUNTY CIRCUIT COURT – FAMILY DIVISION – ADOPTION UNIT
STATE WARDS / MCI WARDS ADOPTION CHECKLIST

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

- Petition for Adoption (form PCA 301)
- 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, 7 day and 21 day (form PCA 345)
- Statement of Services Performed by Attorney, 7 day and 21 day (form PCA 346), if applicable
- Medical reports completed within 12 months of the filing of the petition
 - o Adoptee
 - o Adoptive Parents
 - o Anyone else residing in the home
- Foster care initial service plan
- Foster care permanent ward service plan
- Child adoption assessment and any addendums
- Orders terminating parental rights (both parents)
- Orders committing child
- Home study and any assessments and addendums
 - o The most recent home study must be completed within 12 months of the filing of the petition
- Consent to adoption by MCI (form PCA 309)
- Notice of Pending/Potential Appeal (PCA 325)
- Verification provided to Court that any appeal of the decision to terminate parental rights has reached disposition, that no appeal, application for leave to appeal, or motion for rehearing or reconsideration is pending, and that the time for all appellate proceedings in this matter has expired.

Proposed Orders and additional Paperwork required with filing

- Order terminating after release or consent (form PCA 318)
- Order placing child after release or consent (form PCA 320)
- Final Order Allowing Fees (form PCA 341)
- Order of Adoption (form PCA 321)
 - o This proposed order must state the adoptee's new name, not the adoptee's birth name, unless the adoptee's name is not changing.
- Letter with request for finalization clarifying whether Petitioner(s) want a confirmation hearing or administrative confirmation
- Filing fee of \$185.00 – check or money order payable to Livingston County Juvenile Court
- Adoption Report Required to Establish New Michigan Birth Record, included in the packet
***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**

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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**

Packets submitted for multiple children must include copies of all required documentation for every child. Each child is opened as a separate file and the Court will not be responsible for making copies of the submitted documentation.

All adoption finalization hearings will be scheduled on the assigned Judge’s docket.

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

The Adoption Caseworker is available on Mondays, Wednesdays, and Thursdays.

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