

Washtenaw County Probate Court Guardian Adoption Checklist

Child's name: _____

Attorney/Agency: _____

Adoptive family name: _____

Date of Placement with Guardian: _____

Washtenaw County Trial Court
Adoption Unit
101 E. Huron
Ann Arbor, MI 48104
(734) 222-6938

The following items are required with the submission of your petition.

Official Use Only

- | | |
|---|-------|
| Adoption Petition (PCA 301), signed and dated by all petitioners | _____ |
| Copy of Child's Birth Certificate | _____ |
| Petitioner's Verified Accounting – 7 day (PCA 347) | _____ |
| Attorney Statement of Services – 7 day (PCA 346), if applicable | _____ |
| Agency Statement of Services – 7 day (PCA 345), if applicable | _____ |
| Application to Establish New Birth Record and fee (\$40 payable to State of MI)
*if Adoptee was not born in Michigan, call Adoption Clerk for instructions | _____ |
| Notice of Right to Employ Counsel , signed by petitioners | _____ |
| Original Guardianship Order | _____ |
| Guardianship Order Granting Specific Authority to Consent to Adoption , if applicable | _____ |
| Copy of Petitioners' Marriage Certificate, if applicable | _____ |
| Copies of all Final Judgments of Divorce for Petitioners, if applicable | _____ |
| Washtenaw County Trial Court Adoption Face Sheet | _____ |
| Filing fee payable to Washtenaw County Probate Court (\$150) | _____ |
| Adoptive Home Study Questionnaire | _____ |
| CPS Clearance Letter/LEIN Request Form for Each Petitioner | _____ |
| Health Report for each Petitioner within past 12 months | _____ |
| Health Report for Child within past 12 months | _____ |

Identity and Location of Birth Parents:

Valid address for each Birth Parent **OR** Declaration of Diligent Search

Death Certificate for Birth parent(s), if applicable

If Paternity has Not been Established, Petition to ID Father (PCA 310)

Proposed Orders/Notice of Hearing:

Notice of Hearing (JC 45)

Consent to Adoption by Guardian (PCA 308a), one for each

Consent to Adoption by Guardian (PCA 307), if Adoptee is 14 years or older

Order Terminating After Release or Consent (PCA 318), for each birth parent

Advise of Rights After Terminating Parental Rights (PCA 323), for each birth parent

Order Placing Child After Consent (PCA 320)

Final Order Allowing Fees and Costs (PCA 341)

Order of Adoption (PCA 321)

rcvd: _____

filed: _____