

Tuscola County Probate Court – Family Division	Relative or Step-Parent Adoption Checklist
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Child:	Adoptee Consent: Yes or No	Date Filed:
File #:	Confirmation Hearing:	
Attorney:	Contact Information: Phone # Email Address:	
Custodial Parent:	Non-Custodial Parent:	
Step-Parent:	Prior Court:	
Notes:		

DOCUMENTS TO BE FILED:

- | | |
|---|------------------|
| <input type="checkbox"/> Cover Letter/Face Sheet | _____ |
| <input type="checkbox"/> Petition for Adoption (PCA 301b) | _____ |
| <input type="checkbox"/> Is the child a member of an Indian Tribe?
• If yes, what tribe? _____ | ____ Yes ____ No |
| <input type="checkbox"/> Filing Fee | _____ |
| <input type="checkbox"/> Certified copy of child's birth certificate | _____ |
| <input type="checkbox"/> Proof of relationship (demonstrated by birth certificates, etc.) | _____ |
| <input type="checkbox"/> Copy of adoptive parents' driver's licenses | _____ |
| <input type="checkbox"/> Copy of adoptive parents' marriage license | _____ |
| <input type="checkbox"/> Order establishing custody | _____ |
| <input type="checkbox"/> Legal Father | _____ |
| • Copy of any divorce judgement (if applicable) | _____ |
| • Custody Order OR Child Support Order (if applicable) | _____ |
| • Affidavit of Parentage OR Order of Filiation (if applicable) | _____ |
| • Paternity Judgment | _____ |
| • Any order that establishes a legal father | _____ |
| <input type="checkbox"/> Verified Accountings from Petitioner, PCA 347 and PCA 347a | _____ |
| <input type="checkbox"/> Statement of Services, Attorney, PCA 346 7-day and 21-day | _____ |
| <input type="checkbox"/> Order for Investigation (see requirements below) | _____ |

Date case given to adoption caseworker: _____

If Legal Parent is Deceased or Rights were Previously Terminated:

- ☐ Death Certificate _____
- ☐ Prior Termination – NA Case – Certified copy of Order _____

Proposed Orders/Notice of Hearing

If Consent by Non-Custodial Parent:

- ☐ Consent by Parent - PCA308
- ☐ Order Terminating Parental Rights (after consent) – PCA318
- ☐ Advice of Rights After Order Terminating – PCA323
- ☐ Order Placing Child (Stepparent Adoption) – PCA319
- ☐ Notice to Adopting Parents on Pending Appeal – PCA325
- ☐ Proof of Service – JC12

If seeking to Terminate Rights of a Legal Parent:

- ☐ Supplemental Petition and Affidavit to Terminate Parent Rights (Stepparent Adoptions) – PCA302
- ☐ Documentation to Support Grounds for Supplemental Petition to Terminate
 - Friend of the Court Payment History
- ☐ Notice of Hearing, Termination of Parental Rights – PCA 303
- ☐ Proof of Service – JC12
- ☐ Order Terminating Parental Rights (Stepparent Adoption) – PCA304
- ☐ Advice of Rights After Order Terminating – PCA323
- ☐ Order Placing Child (Stepparent Adoption) – PCA319
- ☐ Notice to Adopting Parents on Pending Appeal – PCA325
- ☐ Proof of Service – JC12

If seeking to ID Father and Terminate Rights of Unknown or Putative Father:

- ☐ Petition for Hearing to Identify Father and Determine or Terminate His Rights – PCA310
- ☐ Notice to Putative Father and Custody Statement – PCA316 (if applicable)
- ☐ Declaration of Inability to Identify/Locate Father – PCA315 (if applicable)
- ☐ Request for Verification of Notice of Intent to Claim Paternity – DCH-0569-INTENTadopt OR DCH-0569-VERICP (results included)
- ☐ Request for Verification of a Michigan Affidavit of Parentage Record – DCH-0569-VERAOP (results included)
- ☐ Notice of Hearing to Identify Father and Determine or Terminate His Rights – PCA311
- ☐ Proof of Service – JC12
- ☐ Order Terminating Rights of Father without Release or Consent – PCA312
- ☐ Advice of Rights After Order Terminating – PCA323
- ☐ Order Placing Child (Stepparent Adoption) – PCA319
- ☐ Notice to Adopting Parents on Pending Appeal – PCA325
- ☐ Proof of Service – JC12

FINALIZATION

- ☐ Finalization can ONLY occur after all appeal times have expired _____
- ☐ Affidavit Regarding Appeals _____
- ☐ Hearing for Consent by Adoptee - If adoptee is 14 years or older _____
- ☐ Consent to Adoption by Adoptee (PCA 307) _____
- ☐ Hearing for Finalization (if applicable) _____
- ☐ Final Order Allowing Fees and Costs (PCA341) _____
- ☐ Order of Adoption (PCA 321) _____
- ☐ Adoption Report Form and Applicable Fee – necessary to create new birth record
 - For Michigan, check payable to State of Michigan (\$50) _____
 - If not born in Michigan, the correct state’s form and fee: _____
 - Other State: _____

Adoption Process Information:

- The Adoption process will take at least 6 months to be completed.
- The case will be referred for an investigation by the Tuscola County Juvenile Probation Office.
- Part of the investigation includes four letters of references. Individuals who are identified as providing a written letter of reference will have 14 days from the date of notification to provide the Juvenile Probation Office with the letter of reference. If the four letters are not received within the time frame requested, the investigation will not continue and the case may be dismissed.

Self-represented litigant information:

- If you are filing an adoption as a self-represented litigant, you must know how to properly complete the forms, and how to timely file the forms, without any assistance from the County Clerk’s office.
- If the forms are not properly completed, the case will be closed without a refund. Further, if a biological parent is not willing to consent to an adoption, you must know how to proceed according to the law.
- Forms can be found at www.courts.mi.gov.