

**Tuscola County Probate/Family Court Relative or Step Parent Adoption Checklist**

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_ Attorney/Agency \_\_\_\_\_

Adoptive Family Name \_\_\_\_\_ Date of Placement w/ relative \_\_\_\_\_

***Return to: Tuscola County Probate/Family Court, Adoption Unit, 440 N. State Street, Caro MI 48723***

The **first 12** items are **required** to be filed **with** your petition and **this checklist**: (check the line)

- 1. Adoption Petition (PCA 301) signed and dated by all petitioners \_\_\_\_\_
- 2. Copy of Child's Birth Certificate – certified \_\_\_\_\_
- 3. Petitioner's Verified Accounting – 7 day (PCA 347) \_\_\_\_\_
- 4. Notice of Right to Employ Counsel (pro per only), signed by petitioners \_\_\_\_\_
- 5. Proof of Relationship (demonstrated by birth certificates, etc.) \_\_\_\_\_
- 6. Copy of Petitioners Marriage Certificate, if applicable (petitioners must be  
Married for at least one year before they can file for adoption) \_\_\_\_\_
- 7. Copies of Final Judgments of Divorce for petitioners, if applicable, or  
Copies of the most recent Order regarding custody (legal and physical) \_\_\_\_\_
- 8. Filing Fee Payable to Tuscola County Clerk's Office (\$175.00) \_\_\_\_\_
- 9. Paperwork that paternity has been established (if not covered in divorce judgment) \_\_\_\_\_

Identify and Location of Birth Parents:

- 1. **Valid** address for each birth parent or Declaration of Diligent Search \_\_\_\_\_
- 2. Death certificates for Birth Parent(s), if applicable \_\_\_\_\_
- 3. If paternity has not been established, Petition to ID Father (PCA 310) \_\_\_\_\_

Proposed Orders/Notice of Hearing: (date of order)

- 1. Consent to Adopt by Adoptee (PCA 307), if 14 years or older \_\_\_\_\_
- 2. Consent to Adopt by Parent (PCA 308), one for each \_\_\_\_\_
- 3. Order Terminating After Release or Consent (PCA 318), one for each birth parent \_\_\_\_\_
- 4. Advice of Rights After Terminating Parental Rights (PCA 323), one for each birth parent \_\_\_\_\_
- 5. Application to Establish New Birth Record and fee (\$50 payable to State of MI  
if child born in MI; if child not born in MI please call for instructions)[form DCH 0854] \_\_\_\_\_
- 6. Order Placing Child After Consent (PCA 320) \_\_\_\_\_
- 7. Order Placing Child (Step-Parent Adoption) (PCA 319) \_\_\_\_\_
- 8. Final Order Allowing Fees and Costs (PCA 341) \_\_\_\_\_
- 9. Order of Adoption (PCA 321) \_\_\_\_\_
- 10. Notice of Hearing – Consent (JC45) \_\_\_\_\_
- 11. If Paternity has not been established, Notice of Hearing to ID Father and  
Determine or Terminate his Rights (PCA 311) \_\_\_\_\_

**NOTICE: IF YOU ARE FILING FOR AN ADOPTION *IN-PRO PER*, YOU MUST KNOW HOW TO COMPETE THE FORMS, AND WHEN AND HOW TO FILE THEM 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](http://www.courts.mi.gov)**

***The adoption process will take at least 6 months to be completed.***

Date case given to adoption caseworker: \_\_\_\_\_