

**7th Circuit Court – Family Division
Genesee County**

State Ward Adoption Requirements

- **Use full legal names on all documents.**
- [] 1. Petition filled out on both sides, signed & dated by petitioners, signed by caseworker (PCA 301)
 - a. Full legal name(s) on all documents (including adoptive parents)
 - b. Case is filed as "other," as biological relatives would no longer be legal relatives of the adoptee
- [] 2. Proof of identification:
 - a. Photocopy of child’s birth certificate
 - b. Photocopy of each adopting parent's birth certificate
 - c. Photocopy of each adopting parent's legal photo ID (with current address)
- [] 3. Legal documents bringing each child into care:
 - a. Photocopy of biological parent's death certificate (if applicable)
 - b. **PHOTO COPIES:** [] Release of Child by Parent (PCA 305)
[] OTR/Commitment Order (JC 63 or PCA 318 and 322)
- [] 4. Consent to Adoption by Agency/Department/Court (PCA 309)
- [] 5. Petitioner’s (7-Day) Verified Accounting (PCA 347) -- recently dated
 - a. Filing fees -

○ Petition for adoption	\$186.00
○ new Michigan birth certificate	\$50.00
○ extra copy of the new Michigan birth certificate	\$16.00
○ DVD of a confirmation hearing	\$20.00
- * Call (810)424-4470 to ask about the fee and the method of payment for an out-of-state birth certificate.
- [] 6. Statement of Services (7-Day) Performed by Agency/Department (PCA 345) - (If an out-of-state agency performed services, that agency will need to submit a separate form).
- [] 7. Initial Service Plan (“ISP”)
- [] 8. Most recent Permanent Ward Service Plan (“PWSP”)
 - a. Date of end of the report period should be less three months old at time of filing
- [] 9. Child’s Adoptive Assessment and Social History for adoptee
- [] 10. All adoptive family home study reports, with the most recent being no older than one year
 - c. Have any Protective Service allegations been made against any adult member of the household?
 - substantiations: include a copy of each investigation report
 - non-substantiations: provide a written, detailed explanation
 - d. Have there been any licensing complaints against the adopting parents?
 - e. Submit all licensing complaint investigations and corrective action plans regarding adopting parent(s).
 - f. Is a narrative explaining each of the above situations in the report?
- [] 11. Physicals on all members of adoptive household, including the adoptee (even if not placed yet)
- [] 12. Request for immediate confirmation (when case is ready)
 - a. Specify whether petitioners want a confirmation hearing, to bring cameras, and/or to buy a DVD
 - b. If asking for immediate confirmation, a report should have that as part of the title
- [] 13. Subsidy approval or denial

- a. Support subsidy documentation
- b. Medical subsidy documentation, if applicable
- [] 14. "Section 45" documents, if applicable
 - a. Has any other party been denied MCI consent for the adoption (MCL 710.45, "Section 45")? If, so, include a copy of the MCI Superintendent's decision and current name and address of the party who was denied consent.
- [] 15. [Affidavit to Court on pending Appeal/Rehearing](#)

"LEGALS" (All should have "7th Judicial Circuit, Genesee County" **typed** in the upper left corner):

- [] 16. Order Terminating Parental Rights after Release or Consent (PCA 318)
- [] 17. Order Placing Child after Consent (PCA 320)
 - a. Line #7 should always have "3" months listed
- [] 18. Notice to Adopting Parents regarding Potential Appeal/Rehearing (PCA 325), if legal risk due to an appeal/rehearing period not yet having expired
- [] 19. Consent to Adoption by Adoptee (PCA 307), only if adoptee is 14 years old or older
- [] 20. Petitioner's (21-Day) Verified Accounting (PCA 347) - dated
- [] 21. Statement of Services (21-Day) Performed by Agency/Department (PCA 345) -- dated (If an out-of-state agency performed services, that agency will need to submit a separate form.)
- [] 22. Final Order Allowing Fees and Costs (PCA 341)
- [] 23. Order of Adoption (PCA 321)
- [] 24. Order Terminating Court Jurisdiction (JC 36), if NA case is open in Genesee County -- not dated
 - a. Enter NA file number in upper-right corner.
 - b. Include name of agency as part of the address.
- [] 25. DCH-0854 Adoption Report ("Record of Adoption") signed by petitioners -- no corrections allowed
- [] 26. Request for DVD/CD form (only if petitioners want to purchase a DVD/CD of their confirmation hearing)

**For questions regarding the filing requirements, please call the Adoption Unit at
810-424-4470**

Completed packets may be dropped off in the Adoption Unit, Room 104 of the Circuit Court building or delivered to the court via mail at 900 S. Saginaw St, Flint, MI 48502, Room 104-Adoption Unit. The Adoption Supervisor will review all the required paperwork and notify the Adoption Worker if there are any missing items or clarification needed in a timely manner.