

## Direct Placement/Agency Other Adoption Checklist

Adoptee's name: \_\_\_\_\_ Agency: \_\_\_\_\_

Adoptive family name: \_\_\_\_\_ Worker's name: \_\_\_\_\_

Date of Temporary Placement : \_\_\_\_\_

Date [PCA 330](#) (or [329](#) and [331](#)) and [332](#) submitted to

Court: \_\_\_\_\_

Leelanau County Probate / Family Court  
8527 E Government Center Drive, Ste. 203  
Suttons Bay, MI 49682  
(231) 256-9803

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

Adoption Petition ([PCA 301](#) or [301a](#)), signed and dated by all petitioners \_\_\_\_\_

Custody Statement ([PCA 316](#)) **OR** \_\_\_ Petition to ID Father ([PCA 310](#)) and  
Declaration ([PCA 315](#))

\_\_\_\_\_  
Copy of Child's Birth Certificate or Hospital Verification of Birth \_\_\_\_\_

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](#)) \_\_\_\_\_

Parent/Guardian's Verified Accounting ([PCA 348](#)) \_\_\_\_\_

Follow Up report After Temporary Placement ([PCA 333](#)), if applicable \_\_\_\_\_

Notice to Adopting Parents on Pending or Potential Appeal ([PCA 325](#)) \_\_\_\_\_

Consent to Adoption, signed by Court/Agency with Authority ([PCA 309](#)), if applicable \_\_\_\_\_

[Application to Establish New Birth Record](#) and fee, if applicable

\*if Adoptee was not born in Michigan, call Adoption Clerk for instructions

\_\_\_\_\_  
[Notice of Right to Employ Counsel](#), signed by petitioners \_\_\_\_\_

[Notice of Right to Employ Counsel](#), signed by birth parents \_\_\_\_\_

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)

Child Evaluation/Birth Family Information (Identifying and Non-Identifying Information) \_\_\_\_\_

[Adoptive Home Study](#) (Original and any Addenda) \_\_\_\_\_

Health Report for Adoptee and each Petitioner completed within past 12 months \_\_\_\_\_

[Agency Statement of Adoptive Family's Receipt of Non-Identifying Information](#) \_\_\_\_\_

**Proposed Orders/Notice of Hearing:**

Order Terminating Parental Rights After Release or Consent ([PCA 318](#))

Order Placing Child After Consent ([PCA 320](#)) \_\_\_\_\_

Final Order Allowing Fees and Costs ([PCA 341](#)) \_\_\_\_\_

Order of Adoption ([PCA 321](#)) \_\_\_\_\_

Statement of Identifying Information ([PCA 340](#)), if applicable \_\_\_\_\_

Notice of Hearing – Consent ([JC 45](#)) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**For each birth parent:**

Consent to Adoption by Parent (PCA 308) \_\_\_\_\_

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

Statement Accompanying Consent (PCA 339) \_\_\_\_\_

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

**For unknown father or custody statement:**

Order Terminating Without Release/Consent (PCA 312) \_\_\_\_\_

**For Interstate Adoption:**

Copy of originating state's statute regarding termination of parental rights and consent to adoption authority

\_\_\_\_\_

Consent to Adoption signed by person/agency with authority \_\_\_\_\_

Interstate Forms 100A and 100B \_\_\_\_\_

rcvd: \_\_\_\_\_

filed: \_\_\_\_\_