

Guardian Adoption Checklist

Child's name: _____ Attorney/Agency: _____

Adoptive family name: _____

Date of Placement with Guardian: _____

Adoption Unit

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

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: _____