

Permanent Court Ward Adoption Checklist

Child's name: _____ Agency: _____

Adoptive family name: _____ Worker's name: _____

NAJ Case Number: _____

Date of next Post-Termination Review: _____

Request for Immediate Confirmation? _____

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](#)) _____

Consent to Adoption Signed by Court or MCI Superintendent ([PCA 309](#)), as appropriate _____

[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

_____ Orders Terminating Parental Rights _____

Order Committing to Michigan Children's Institute, if applicable _____

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

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) _____

[Agency Statement of Adoptive Family's receipt of Non-Identifying Information](#) _____

[Adoptive Home Study](#) (Original and any addenda), with FIA Agent's Signature, if

Washtenaw County MCI Ward

_____ [Health Report for each Petitioner](#) within past 12 months _____

[Health Report for Child](#) within past 12 months _____

Proposed Orders/Notice of Hearing:

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

Consent to Adoption by Adoptee ([PCA 307](#)), if 14 years or older _____

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

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

Order of Adoption ([PCA 321](#)) _____

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

If Paternity has not been established, Notice of Hearing to Identify Father and Determine or Terminate His Rights ([PCA 311](#))

_____ rcvd: _____

filed: _____