

## Stepparent Adoption Checklist

Child's name: \_\_\_\_\_ Attorney: \_\_\_\_\_

Name of Custodial Parent: \_\_\_\_\_

Name of Stepparent: \_\_\_\_\_

Name of Non-Custodial Parent: \_\_\_\_\_

Adoption Unit

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), 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 \_\_\_\_\_

[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 \_\_\_\_\_

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 \_\_\_\_\_

**If Seeking to Terminate Rights of Legal Birth Parent:**

Supplemental Petition (PCA 302) \_\_\_\_\_

If Name is Not on Birth Certificate, Acknowledgement of Paternity or Order of Filiation \_\_\_\_\_

\_\_\_\_\_  
Valid address for Non-Custodial Parent **OR** \_\_\_\_\_ [Declaration of Diligent Search](#) \_\_\_\_\_

Death Certificate for Non-Custodial parent(s), if applicable \_\_\_\_\_

[Statement of Contact](#) Between Non-Custodial Parent and Child During Last 24 Months \_\_\_\_\_

Order terminating Rights of Non-Custodial Parent (PCA 304) \_\_\_\_\_

Advise of Rights After Terminating Parental Rights (PCA 323) \_\_\_\_\_

Notice of Hearing - Termination of Parental Rights (PCA 303)

Current Friend of the Court Report, if applicable

\_\_\_\_\_  
**If Seeking to Terminate Rights of Unknown or Putative Father:**

Petition to ID Father (PCA 310) \_\_\_\_\_

[Declaration of Diligent Search](#), Valid Address, or Custody Statement (PCA 316) \_\_\_\_\_

Death Certificate for Putative Father, if applicable \_\_\_\_\_

Order Terminating Rights of Father Without Release or Consent (PCA 312) \_\_\_\_\_

Advise of Rights After Terminating Parental Rights (PCA 323) \_\_\_\_\_

Notice of Hearing to Identify and Determine or Terminate His Rights (PCA 311) \_\_\_\_\_

**Additional Proposed Orders/Notice of Hearing:**

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

Order Placing Child - Step Parent Adoption ([PCA 319](#)) \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_