

INSTRUCTIONS FOR PETITION FOR ADOPTION
(Excluding step parent or direct placement)

- Complete the Petition For Adoption and review the attached letter from Ms. Warr, Adoption Investigator, for the other required documentation.
- You will also need a copy of the adoptee's birth certificate, a copy of the Adopting Parent(s) birth certificate(s), and marriage license. (These documents do not have to be certified copies.)
- Have the Probate Register review the documents. Upon approval, file the documents with the Probate/Family Court's Office and pay the \$175.00 filing fee.
- Once the petition is filed, the Adoption Investigator has three months to complete the Adoption Investigation.
- Upon submission of a favorable report by the Adoption Investigator and her recommendation that the adoption be finalized, the rights of the biological parent(s) may have to be terminated, either by consent or by termination without consent.
 - If the biological parent(s) is/are willing to sign a consent and live(s) in the State of Michigan, arrangements will be made for the parent(s) to sign a consent in front of a judge or magistrate in the county he/she resides in or where the adoption is filed.
 - If the biological parent(s) is/are willing to sign off but reside(s) outside Michigan, the consent and termination must be done according to the laws of State where he/she reside(s).
 - If the biological parent(s) is/are not willing to consent to the adoption, then his/her rights must be terminated pursuant to statute.
 - After an Order Terminating Parental Rights is issued there is a 21 day appeal period that must run prior to proceeding further with the adoption

- Once the appeal period is over, the finalization documents will be sent to the adopting parents to complete the adoption. The documents must be completed and reviewed by the Probate Register prior to scheduling the Confirmation of Adoption hearing.

For filing an Adult Adoption, the biological parent(s) rights do not have to be terminated; however, the biological parent(s) will have to be notified of the hearing to confirm the adoption and the Adult Adoptee will also have to consent to the adoption at the Confirmation Hearing.

CHRISTOPHER P. MARTIN
Judge of Probate

MARY E. WINDSOR
Probate Court Administrator /
Register of Probate



Probate Court for the County of Iosco

422 Lake Street • P.O. Box 609 • Tawas City, MI 48764 • (989) 984-1037 • Fax (989) 984-1035

CAROL J. JURCZYK
Deputy Probate Register /
Juvenile Register

EILEEN C. BREWER
Public Guardian & Conservator

The Family Court for Iosco County requires three letters of recommendation for any and all adoptions filed with this Court. All three letters are due at the time you file your Adoption Petition. A copy of your petition and the original letters will be submitted to the adoption worker prior to any investigation and/or recommendation will be completed. Please be aware that the adoption worker has three (3) months from the time you file the petition for adoption to complete the home study and recommendation to the court.

REQUIREMENTS OF LETTERS:

1. Three separate letters are required for each family filing for adoption. One letter should be from a relative. The other two letters must be non-relatives. Each letter should address the relationship of the letter writer to the family.
2. The person who writes a letter should know and be able to attest to the family involved in the adoption matter. Each letter should describe in detail the relationship between the parents and the child being adopted.
3. Letters should be completed and submitted with your completed Adoption Petition when you file with the Probate/Family Clerk. Please address the letters to Ms. Susan Warr, Adoption Worker, Family Court Division, P. O. Box 609, Tawas City, MI 48764-0609.
4. Each letter must contain the name, address, and telephone number of the person writing the letter. Please be advised that the persons writing the letters may be contacted by Ms. Warr and/or the Family Court.

Parents should also note that if the child is of school age, the Court may ask for additional documentation from the school staff and/or teacher. **Please include the Adoptive Parent(s)' work schedule(s) and cell phone numbers when you file your paperwork.**

If you should have any questions with regards to this policy, please feel free to contact me at (989) 984-1036.

Susan N. Warr
Family Division Adoption Worker

STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	PETITION FOR ADOPTION <input type="checkbox"/> Related Within 5th Degree <input type="checkbox"/> Other (Excluding Direct Adoption)	FILE NO.
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Note: For stepparent adoptions, use form PCA 301b.

In the matter of _____, adoptee
Full name of child

The petitioners are:

Name	Relationship to Adoptee	Address, City, State, Zip	Date and Place of Birth
<input type="checkbox"/> Adopting parent Maiden:			
<input type="checkbox"/> Adopting parent Maiden:			

Each adopting petitioner states:

1. An action within the jurisdiction of the family division of circuit court involving the family or family members of the minor has been previously filed in _____ Court, Case Number _____, was assigned to Judge _____, and remains is no longer pending.

2. I desire to adopt:

Full name of child (type or print) _____ Birth date and time _____

 City, county, and state of birth _____

 Current residential address (if known) _____

3. The adoptee will be my heir at law.

not be changed.

4. The adoptee's name will be changed to _____
First Middle Last

5. The adoptee's property is _____

6. a. The adoptee's parents are

Father's name (type or print) _____	Birth date _____	Mother's name and maiden name (type or print) _____	Birth date _____
Address _____		Address _____	
City, state, zip _____		City, state, zip _____	

b. The rights of the parents have been terminated by a court of competent jurisdiction and parental rights are vested in

Name and address of court or agency

(See additional pages)

Do not write below this line - For court use only

7. The adoptee's court-appointed guardian and/or conservator is/are (attach copy[ies] of letters of authority)

Name(s) and address(es)

8. The adoptee has been living with the petitioners in their home for _____ months before filing this petition.

9. I have been unable to obtain the required consent to adopt the child from the court, Michigan Department of Health and Human Services or child-placing agency having permanent custody, or from the persons to whom the child was released. A motion alleging that the decision to withhold consent was arbitrary and capricious is attached.

10. I am married but my spouse is not joining me in this petition because: (Attach separate sheet as needed.)

11. The adoptee is an Indian child as defined in MCR 3.002(12). The identity of the tribe is

Name of tribe, if known

I REQUEST:

12. Termination of all existing parental rights inconsistent with the order of adoption, entry of an order approving placement of the child with me, and entry of an order of adoption with the adoptee's name recorded as stated in item 4.

13. The adoption be completed immediately because _____

14. The court to waive the required investigation because the adoptee has been placed in foster care with me for at least 12 months and a foster family study was completed or updated within the last 12 months.

I declare that the statements above are true to the best of my information, knowledge, and belief.

Attorney signature

Date

Attorney name (type or print) Bar no.

Signature of petitioner

Address

Signature of petitioner

City, state, zip Telephone no.

Petitioner telephone no.

Agency Contact Information:

Name of agency representative (type or print)

Address

Agency name

City, state, zip

Telephone no. E-mail

IT IS ORDERED:

- 15. _____ is directed to fully investigate and report its findings in writing to this court, within 3 months of this order, in accordance with the provisions of MCL 710.46.
- 16. The full investigation is waived. The petitioner(s) shall file a copy of the most recent foster family study as updated and supplemented.
- 17. The petitioner(s) shall give notice of this petition to the persons prescribed in MCR 3.800(B) in accordance with MCR 3.802(A)(3) and MCR 3.807(B), if applicable (use form PCA 352).

Date

Judge

Bar no.