



# 10<sup>th</sup> Judicial Circuit Court for the County of Saginaw

## SAFE DELIVERY NEWBORN ADOPTION CHECKLIST

All adoption forms must be completed and signed legibly either print or type, with complete names (first, middle and last) as listed on the birth certificate(s). Make sure filings are complete. The checklist is intended to outline most of the documents needed. However, the court may require additional materials. Court personnel are unable to provide legal advice. To expedite the filing process, please organize the items below according to this checklist.

**All filings are by appointment only: (989) 799-2821 ext. 4137**

**[mhill@saginawcounty.com](mailto:mhill@saginawcounty.com)**

Saginaw County Adoption Department  
3360 Hospital Road Saginaw, MI 48603

Please call/email before filling out paperwork to get a case number to put on all court documents  
Please remember to put Judge's name and P# on the Judge line at the top of the orders as follows:

**Barbara L. Meter P45495**

### **GENERAL CONSIDERATIONS:**

- The adoption department cannot process adoptions for petitioner(s) who are not legally in the United States.
- Proper venue is in the county of residence of the adoptive parent(s); where the adoptee is found; or where the parent's parental rights were terminated or are pending termination. MCL 710.24
- Certified document(s) required for filing will not be returned to the petitioner(s).
- All adoption court forms recommended for use by the Michigan Supreme Court are available on-line at the State Court Administrative Office to complete and print. (website => courts.mi.gov)
- This checklist provides the corresponding recommended court form number(s) in parentheses.
- The failure to timely submit documentation may result in a dismissal of the case for lack of progress.

### **INITIAL DOCUMENTS REQUIRED:**

#### **PETITION(S) AND SUBSEQUENT FILING(S)**

1.  Agency cover letter
2.  Petition for Adoption (PCA 301). (one per child, any name change should be reflected on the petition)

#### **FORMAL PLACEMENT DOCUMENTS [NB CASE]**

3.  Order placing newborn with petitioner(s) (CCFD 02)
4.  Publication on non-surrendering parent MCL 712.7(f), when applicable
5.  Petition to accept release and terminate parental rights to newborn (CCFD 07)
6.  Verification of notice of intent to claim paternity (DCH 0569)
7. Additional orders entered by court on NB case, when applicable:
  - Order determining custody of newborn (CCFD 06)
  - Order determining maternity/paternity of newborn (CCFD 04a)
  - Order for DNA testing/profile (CCFD 04)
  - Petition for custody filed (CCFD 03)
  - Any other order(s) entered by the court
8.  Any and all previous adoptive family assessment(s), reassessment(s) or addendum(s); current adoptive assessment applicable to adoptee must be current within 1 year of filing.

## **APPEALS**

9.  Report on Appeals and Rehearings (Saginaw County Adoption Department form)  
10.  Any appellate court decision(s), when applicable Note: please submit any and all decision(s) rendered  
11.  Report on pending or potential appeal and/or rehearing, when applicable (PCA 325)

## **CHILD PLACING AGENCY CONSENT**

12.  Child placing agency grant of consent to the adoption signed within 1 year of filing (PCA 309)

## **CHILD FREE FOR ADOPTION**

(COURT SEAL NEEDED FOR ORDERS OUTSIDE OF SAGINAW COUNTY)

13.  Order terminating father's parental rights  
Voluntary:  
 Release by birth parent (DHS 4820)       Voluntary medical background (DHS 4819)  
 Order accepting release of termination of parental rights (CCFD 08)  
Involuntary:  
 Order terminating parental rights of non-surrendering parent's newborn child (CCFD 08)  
 If father is deceased, then provide a certified copy of the death certificate
14.  Order terminating mother's parental rights  
Voluntary:  
 Release by birth parent (DHS 4820)       Voluntary medical background (DHS 4819)  
 Order accepting release of termination of parental rights (CCFD 08)  
Involuntary:  
 Order terminating parental rights of non-surrendering parent's newborn child (CCFD 08)  
 If mother is deceased, then provide a certified copy of the death certificate

## **ADOPTEE**

15.  Original birth certificate of adoptee  
Note: if adoptee was not born in the United States, then citizenship documentation is required.
16.  Medical report current within 1 Year of filing (Include all reports from NB file)  
17.  Adoptee immunization record(s)  
18.  Adoptee social history report

## **ACCOUNTING**

19.  Acknowledgment regarding fees (Saginaw County Adoption Department form) (one per child)  
20.  Verified 7-day accounting itemized on the form with receipt(s)/invoice(s) attached: (one per child)  
 Agency (PCA 345)       Petitioner(s) (PCA 347)  
 Attorney(s) (PCA 346), when applicable       Parent/guardian (PCA 348), when applicable

## **HOME STUDY & SUPERVISORY REPORT(S)**

21.  Supervisory report(s)  
22.  Most current licensing assessment, when applicable  
23.  Home study of petitioner(s)

## **ADOPTIVE PARENT(S)**

24.  Verification of shared history form (DHS 4818)  
25.  Copy of each petitioner's birth certificate  
26.  Copy of each petitioner's driver's license or state identification  
27.  Copy of petitioners' current marriage certificate, when applicable  
28.  Medical report for each petitioner current within 1 year of filing (DHS 3190)  
29.  Copies of all marriage certificate(s) of petitioner(s), when applicable

- 30.  Copies of all divorce decree(s) of petitioner(s), when applicable
- 31.  Copy of death certificate of a previous spouse, when applicable (Not in lieu of a divorce decree)
- 32.  Copy of court order of legal name change, when applicable
- 33.  Copy of naturalization papers, when applicable
- 34.  Copy of guardianship order, when applicable

**INVESTIGATION(S)/COMPLAINT(S)**

- 35.  Any and all complaint(s)/investigation(s), when applicable (DHS 154).
- 36.  Any and all child protective services report(s) related to the complaint(s)/investigation(s), when applicable Note: If children protective services does not initiate an investigation report but instead screens out the investigation due to insufficient evidence of abuse and/or neglect via a written report, please provide such report. If no investigative report or screening out report is generated, then obtain a letter from child protective services indicating the results of the investigation.
- 37.  Any and all corrective action plan(s) signed and dated by prospective adoptive parent(s) and agency personnel **and** documentation whether the corrective action plan was completed, when applicable

**FINALIZATION DOCUMENTS REQUIRED:**

- 38.  Letter from petitioner(s) opting out of finalization hearing (if you do not want to have a hearing)
- 39.  Supervisory report from child placing agency requesting finalization
- 40.  Motion to waive supervision period after formal placement, when applicable, (Saginaw County Adoption Department form).
- 41.  Verified (Supp./21-day) accounting itemized on the form with receipt(s)/invoice(s) attached: (one per child)
  - Petitioner(s) (PCA 347a)  Agency (PCA 345)  Attorney(s) (PCA 346), when applicable
- 42.  Report to establish new MI birth certificate (DCH 0854) (1 per child)
- 43.  Adoption facilitator clearing house record non-confidential information (DHS 4746)

**COURT FEES:** (All fees are non-refundable)

- \$185 filing fee must accompany each petition. (Includes order terminating parental rights of the agency, order placing child, final order allowing fees and costs, and adoption order). This fee may be paid in cash, or check/money order payable to “Saginaw County Family Division.”
- \$50 fee to establish a new Michigan birth certificate and \$16 for each additional copy – check or money order (no cash) made payable to “State of Michigan” is due at the time of requesting finalization. Upon finalization of the adoption, if requested, a new birth certificate will be created and the original birth record will be sealed.

**NOTE:** Birth certificates are amended in the adoptee’s state of birth. Fees and required documentation vary from state to state. If the adoptee was born in a state outside of Michigan, then it is the responsibility of Petitioner(s) to submit to our department the appropriate fees and document(s) required by that state’s respective vital records department to create a new birth record resulting from an adoption.

**ADDITIONAL FEES:**

- Each subsequent petition, motion, etc. \$20

**Any questions concerning these procedures, please contact your attorney, agency representative or the Saginaw County Adoption Department at 989-799-2821 extension 4137 or mhill@saginawcounty.com**