

Oakland County Circuit Court - Family Division, Adoption Services

Instructions to Attorney for Stepparent, Relative or Adult Adoption Petitions

Stepparent Adoption – the custodial parent and stepparent petition the court together.

Please submit the following:

- ☐ Cover Letter
- ☐ *Appearance of Attorney* ([JC 07](#))
- ☐ *Petition for Adoption* ([PCA 301](#)) signed and dated by petitioner(s) and attorney.
Please, no whiteouts or strikeouts.
- ☐ All items from the appropriate adoption requirement list (stepparent, relative or adult).
- ☐ **STEPPARENT:** The petitioners must submit a *Supplemental Petition and Affidavit to Terminate Parental Rights of the Non-custodial Parent*, [PCA 302](#) if the parent is not consenting to the adoption. The custodial parent must have a court order indicating he or she has sole legal custody. If not filed with the petition, this requires an additional \$20 motion fee. The hearing on that petition will be scheduled by the court.

If the father is a putative father, please submit a *Petition for Hearing to Identify Father and Determine or Terminate his Parental Rights* [PCA 310](#) and refer to “Putative Father” instructions. Putative fathers are addressed at MCL 710.36, 37 and 39.

- ☐ **FEE STATEMENTS:** 7-day fee statements are submitted with Petition and 21- day fee statements prior to finalization. These are required by the adoption code (MCL 710.54(7) (b))
 - a. *Statement of Services Performed by Attorney* ([PCA 346](#)), 7-Day.
 - b. *Petitioner’s Verified Accounting* ([PCA 347](#)) 7-Day
 - c. *Final Order Allowing Fees and Costs* ([PCA 341](#)) and 21-day Statements from attorney and petitioners are submitted when the case is ready to be finalized. The caseworker will notify the attorney when it is time to file these forms. MCL 710.54(8).
- ☐ Any additional facts considered necessary by the court. MCL 710.26(1)(h)

- Filing Fee:
\$185, payable to Oakland County
- Birth Certificate Fee:
\$50, payable to State of Michigan (for children born in Michigan and foreign born).

\$16, payable to State of Michigan for additional copy of birth certificate
- Home study Fee (stepparent and relative adoptions only):
\$250, made payable to Oakland County

NOTE: Michigan check or money order shall make a notation on the reference line with the child's name.

Fees shall be sent to Oakland County Circuit Court, Family Division Adoption Services, 1200 N. Telegraph, Pontiac, MI 48341-0452

The filing fee includes a certified copy of *Order of Adoption* for petitioners.

If a petition needs to be amended, please submit a *Petition and Order for Authority to Amend Petition for Adoption*, [OCPC 812 AD](#), an Oakland County form is available on the website and a \$20 motion fee.

Once the case has been assigned, a caseworker will contact you and your clients.

The following forms are available at the SCAO website:

<http://courts.michigan.gov/scao/courtforms>

PCA 301	<i>Petition for Adoption</i>
PCA 301a	<i>Petition for Direct Placement Adoption</i>
PCA 302	<i>Supplemental Petition and Affidavit to Terminate Parental Rights of Non-Custodial Parent</i>
JC 07	<i>Appearance</i>
PCA 346	<i>Statement of Services Performed by Attorney</i>
PCA 347	<i>Petitioner's Verified Accounting</i>
PCA 341	<i>Final Order Approving and Costs</i>
PCA 310	<i>Petition for Hearing to Identify Father and Determine or Terminate His Rights</i>

PLEASE CALL (248) 858-0030 IF YOU HAVE QUESTIONS

Oakland County Circuit Court – Family Division, Adoption Services

Instructions for Completion of a Petition for Adoption

Petition for Adoption:

PCA 301 <https://courts.michigan.gov/Administration/SCAO/Forms/courtforms/pca301.pdf>

PCA 301a <https://courts.michigan.gov/Administration/SCAO/Forms/courtforms/pca301a.pdf>

PCA 301b <https://courts.michigan.gov/Administration/SCAO/Forms/courtforms/pca301b.pdf>

Header:

Check appropriate box– If an adult adoption, check “Other,” even if a stepparent is adopting.
If this is a Direct Placement Adoption use PCA 301a

In the matter of:

Enter the first, middle and last name of child as shown on the birth certificate.
If the name has been changed by a court order, enter the new name.

First Box:

If the adoption is a stepparent adoption, check the box and enter the first, middle and last name of the custodial parent. If a relative or adult adoption, leave the line blank.

Adopting Mother:

Enter the first, middle and current last name of adopting mother, even if she is the biological mother (in a stepparent adoption). Her first and middle name should appear exactly as it does on her birth certificate. Do not use initials, abbreviations or nicknames. If her name has been changed by a court order, type the new name.

- Enter adopting mother’s maiden name, first, middle and last, as shown on her birth certificate.
- Enter adopting mother’s relationship to the adoptee (for example, maternal aunt).
- Enter the complete address of the adopting mother.
- Enter the date and city and state of birth of the adopting mother.

Adopting Father:

Enter the first, middle and last name of adopting father, even if he is the biological father (in a stepparent adoption), using the name as shown on his birth certificate. Do not use initials, abbreviations, or nicknames. If his name has been changed by a court order, enter the new name.

- Enter adopting father’s relationship to the adoptee (for example, paternal uncle).
- Enter the complete address of the adopting father.
- Enter the date and city and state of birth of the adopting father.

Complete the Numbered Paragraphs specific to each specific petition filed.

If an action within the jurisdiction of the family division of circuit court involving the family or family members of the adoptee has been previously filed, enter the name of the county, the case number, and the name of the Judge. Check the appropriate box as to whether the case is pending or closed.

Enter the first, middle and last name of adoptee as it is shown on birth certificate, unless there has been a name change by court order. Enter date and time of birth. Enter city, county and state of adoptee's birth. Enter the complete current address of the adoptee.

If the adoptee's name is to be changed, enter in first, middle and last new name. If adoptee's name is *not* to be changed, check the appropriate box.

Complete the information about the adoptee's parents. Please be as complete as possible with regard to their names and addresses. Please do not use abbreviations or initials.

If the adoptee has a guardian, enter information about the guardian/co-guardians. Use full names, no abbreviations or initials.

The attorney is to sign the petition, as well as provide his or her name, bar no., address, and telephone number and email.

Each petitioner is to sign the petition with his or her complete legal name, including middle name. Do not use initials. Date the petition and enter the petitioners' telephone number on the appropriate line.

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