

Oakland County Circuit Court-Family Division, Adoption Services

Instructions for Completion of a Petition for Adoption

Refer to *Petition for Adoption PCA 301* and *PCA 301* on the SCAO website link.

Header: Check appropriate box- If an adult adoption check “other”, even if the 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 birth 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 court order, type the new name.

- Enter adopting mother’s relationship to the adoptee (for example: maternal aunt).
- Enter the complete address of the adopting mother.
- Enter the date, city and state of birth of 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 his 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 adopting father
- Enter the date, city and state of the adopting father.

Numbered paragraphs:

1. If an action within the jurisdiction of the family division of circuit court involving the adoptee or the family of the adoptee, enter the name of the county, case number and name of Judge. Check the appropriate box as to whether the case is pending or closed.
2. On the first line, 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. On the second line, enter city, county and state of adoptee's birth. On the third line, enter the complete current address of the adoptee.
3. No information to enter.
4. 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.
5. If adoptee has a trust fund, a conservatorship or other significant property, enter it on the line. If not enter "none."
6. 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.
7. If the adoptee has a guardian, enter information about the guardian/co-guardians. Use full names, no abbreviations or initials.

Boxes 8, 9, 10 and 12: These should be checked and completed only if the information is applicable.

Box 11: If the petitioner is married but adopting without his or her spouse, check box 11 and enter "attached" on the line. Attach a separate WORD document labeled "Attachment to Box 11 on the petition".

Box 14: This should be checked and completed only if you are asking for immediate confirmation.

The attorney is to sign the petition as well as provide his or her name, bar number, address, telephone 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.

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