

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:

- 1) *Appearance of Attorney* (JC 07)
- 2) *Petition for Adoption* (PCA 301) signed and dated by petitioner(s) and attorney – original and one copy. (See attached instruction sheet for information on how to complete.) Please, no whiteout.
- 3) All items from the \_\_\_\_\_ appropriate adoption requirement list (stepparent, relative or adult).
- 4) Cover letter explaining how the non-custodial parent(s) rights are to be terminated and any unique circumstances. Identify the status (legal or putative) of the biological father, when applicable. \_\_\_\_\_
- 5) 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. 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 refer to “Putative Father” instructions.

- 6) Fee statements (submitted with Petition and again 21 days prior to finalization). (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).
- 7) Any additional facts considered necessary by the court. MCL 710.26(1)(h)

FILING FEES:	Michigan Birth	
	(with new birth certificate)	\$200
	(without) new birth certificate	\$160
	Foreign Birth	\$200
	Out-of-State Birth	\$160
	Misc. Petition on Open File	\$ 20

The filing fee includes an *Order of Adoption* for petitioners. There is an additional \$10 fee for a certified copy.

When completing the *Petition*, please refer to the instruction sheet included. Use full names, no initials. The petition is to be legible and accurate, with no whiteouts. 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 which is also included, and a \$20 motion fee.

Petitioner(s) will be notified of the name and telephone number of the caseworker assigned to their file. They will be instructed to contact the caseworker to schedule an appointment for their initial interview at the Courthouse.

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