

Oakland County Circuit Court - Family Division, Adoption Services

Adoption Finalizations (MCL 710.56)

Finalization hearings are held weekly. The judge hearing the finalizations is the duty judge for that week, not necessarily the judge assigned to the case.

The case may be finalized six months from the date of the *Order Placing Child*. (PCA 320)

Requests and materials for finalization hearings may be submitted with the second supervision report, generally five months after placement. If that is done there will be no delay in finalization.

Instructions regarding responsibilities of the supervising agency at hearings are mailed with the *Notice of Hearing* for each case.

Include the following:

1. A **cover letter** from the agency or attorney requesting the finalization hearing which includes the case number, the child's birth name, the child's name after adoption, birth date and petitioner(s) name(s). **Please indicate if there are dates when a party or attorney is unavailable.**
2. One signed, original Verified 21-Day Fee Statement with the required attachments of each of the following:
 - Statement of Services Performed by Agency/DHS* (PCA 345)
 - Statement of Services Performed by Attorney* (PCA 346)
 - Petitioner's Verified Accounting* (PCA 347)
3. Birth Certificate, with raised seal
--if not submitted previously
4. *Final Order Allowing Fees and Costs* (PCA 341)
 - Submit one
5. *Adoption Report Required to Establish a New Michigan Birth Record* (DCH 0854)
 - If the adoptee is born out of Michigan, we need the *Record of Adoption*. (B83A) Other states will not accept the Michigan application as it implies that a Michigan birth certificate is being requested.
-- original and one copy – no whiteouts or strikeouts.
6. *Adoption Facilitator Clearinghouse Record, Non-Confidential Information*. (DHS 4746)
Complete this form for all adoptions in which consent is required by birth parents or a licensed private child-placing agency. (MCL 710.58(a)) This is not required for stepparent/relative/guardian adoptions or if the **MCI superintendent's consent is required.**