

Bay County Circuit Court- Family Division Step Parent Adoption Forms & Filings Checklist

Bay County Court Facility
1230 Washington Avenue, Ste 715
Bay City, MI 48708
(989) 895-4206, option 7

- Proper venue is the county of residence of the adoptive parents(s); where the adoptee if found; or where the parents parental rights were terminated or are pending termination.
- The court clerk cannot assist you in completing the forms or give any legal advice.
- If you choose to proceed with the adoption without the assistance of an attorney, it is assumed that you know the law as it related to adoptions. If you have legal questions, it is recommended you consult with an attorney.
- Documents must be completed in black or blue ink or be typewritten and **MUST BE LEGIBLE**. Use full and complete names of all parties (first, middle, and last names)
- This checklist IS NOT an all inclusive list of forms to complete an adoption and should not be construed as legal advice, it is merely intended to provide information concerning available SCAO forms. Some circumstances may require an individual to draft their own pleadings or other document(s).
- Any subsequent petition or motion filed after the initial filing requires a \$20 filing fee.
- If you wish to receive any copies back of the documents you have filed, you must provide the copy at the time the original is filed, otherwise you will be charged a copy fee of \$1.00 per page.

*Adoption forms are not available from the court but may be found online at: <https://courts.michigan.gov>

*Other information is available at: www.MichiganLegalHelp.org

The following items are required with the submission of your petition:

- Adoption Petition (PCA301b)
- \$175 filing fee; \$200 investigation fee (total \$375) payable to Bay County Probate Court
- Copy of Child's Birth Certificate
 - *If birth father's name is not on birth certificate, copy of Acknowledgment of Paternity, Order of Filiation, or other court order establishing paternity, or, if birth father has never been established, see applicable section below)
- Petitioner's Verified Accounting (PCA347)
- Attorney Statement of Services - 7 day (PCA346), if applicable
- Copy of Birth Certificates of Adoptive Parents
- Copy of Petitioner's Marriage License
- Copy of Petitioner's Divorce decrees, full copies, if applicable
- Death certificate of birth parent, if applicable
- Any orders of name change, if applicable

If consent is given by non-custodial parent:

- Notice of Hearing (PC562) *(if this is a request for termination of rights, see NOH below)*
- Consent to Adoption by Non-custodial Parent (PCA308) *(must be signed in front of judge@hrg)*
- Order Terminating Rights after Release or Consent (PCA318)
- Advice of Rights After Order Terminating Parental Rights - Adoption Code (PCA323)
- Order Placing Child - Step-parent Adoption (PCA319)
- Proof of service (documents served on non-custodial parent) (PC564)

If seeking to terminate rights of legal birth parent:

- Supplemental Petition (PCA302) - most current order establishing petitioner's custody must be attached along with most recent support order
- Current Friend of the Court payment history report (2 years preceding filing of petition)
- Valid address for non-custodial parent - **or** - Declaration of Diligent Search*
*form available at Probate Court or may be drafted by petitioners
- Statement of Contact Between Child and Non-Custodial Parent
*form available at Probate Court or may be drafted by petitioners
- Notice of Hearing - Termination of Parental Rights (PCA303)
- Order Terminating Rights of Non-Custodial Parent (PCA304)
- Advice of Rights After Order Terminating Parental Rights - Adoption Code (PCA323)
- Order Placing Child - Step-parent Adoption (PCA319)
- Proof of service (documents served on non-custodial parent) (PC564)

**If seeking to terminate rights of absent, unknown, or putative father or an absent mother:
(not all the below are required, you must submit forms applicable to your situation)**

- Petition for Hearing to ID Father and Determine or Terminate His Rights (PCA310)
- Valid address for non-custodial parent
-**or**- Declaration of Diligent Search and Inability to Identify/Locate Parent
*form available at Probate Court)
-**or**- Custody Statement (PCA316)
- Death certificate for putative father, if applicable
- Notice of Hearing to ID Father and Determine or Terminate His Rights (PCA311)
- Order Terminating Rights of Father Without Release or Consent (PCA312)
- Advice of Rights After Order Terminating Parental Rights - Adoption Code (PCA323)

Additional orders and required filings:

- Consent to Adoption by Adoptee - if adoptee is age 14 or older (PCA307)
- Petitioner's Supplemental Verified Accounting - 21 Day (PCA347a)
- Attorney Statement of Services - 21 Day (PCA346)
- Final Order Allowing Fees and Costs (PCA341)
- Order of Adoption (PC321) and \$10 final order fee
- Adoption Report to Vital Records (new birth record, DCH-0854) and \$50.00 fee , payable to State of Michigan, for first copy. If child was not born in Michigan, you will have to have the appropriate form for the state in which the adoptee was born and their appointed fees.

* * * * *