

State Of Emergency Family-Juvenile Division (LHJ) Adoption Protocols

During the State of Emergency the Adoption Department will accept petitions for Direct Placement (AD/AO) Adoptions and Safe Surrender Adoptions (NB/AG). It will conduct remote hearings to take the release/consent of a birth parent in connection with these types of cases.

Procedure for the remote filing of Direct Placement and Safe Surrender Adoption Petitions:

1. Petitions for adoptions (including checklist and all attachments) should be faxed to 313-237-9307. This is a secure fax that can only be accessed by adoption staff. If you are having difficulties faxing please contact the Adoption Coordinator Kelly.Barum@3rdcc.org.
2. The petition packet should be in the same order as the checklist.
3. Petitions will be processed in the order received.
4. The attorney/agency will be e-mailed whether the petition has been accepted for filing and the case number. If the petition packet is incomplete or needs clarification, the e-mail will indicate what is needed. The e-mail will indicate the official date that the petition was filed by the Court.
5. Once the petition has been accepted for filing and a case number is assigned, the filing fee can be mailed to the Court. Payments to be processed upon the resumption of regular court services.
6. The check for a new birth certificate should not be mailed at this time.

Procedure to take a consent/release from a birth parent on a direct placement petition:

1. The consent or release hearing will be conducted via Zoom.

2. The Adoption Coordinator will work with Judge Dingell to set a hearing date/time.
3. A Notice of Hearing will be e-mailed to the agency/attorney. It is the Agency/attorney's responsibility to notify their client(s).
4. Adoption Coordinator will prepare necessary documents/orders for the hearing. These will be sent electronically to Judge Dingell.
5. Hearing will be held remotely.
6. Judge Dingell will sign orders and send electronically to Adoption Coordinator.
7. Adoption Coordinator will send electronic copy of order(s) to agency/attorney.
8. The official court filing date will be indicated in the body of the e-mail.

If there is an emergency or an unusual circumstance related to a permanent ward adoption, the agency worker should contact the Adoption Coordinator @ Kelly.Barum@3rdcc.org. Due to limited staffing, petitions will be accepted on a case by case basis.