

# THE CIRCUIT COURT FOR THE THIRD JUDICIAL CIRCUIT OF MICHIGAN FAMILY DIVISION – JUVENILE

## Filing Instructions for Adult Adoptions

The mission of the Adoptions Unit is to help ensure permanently joined bonded family units through the timely completion of parental rights' termination, formal placement into approved homes, adoption finalization, and the delivery of efficient post adoption services.

### General Rules

1. The Third Judicial Circuit of Michigan, Family Division, processes adoption petitions for Wayne County residents only.
2. The Court is open from 8:30 am to 4:30 pm. Appointments to initiate the adoption process will be scheduled during these hours.
3. Anyone eighteen years of age, or older, is considered an adult. In an adult adoption, a formal hearing will be scheduled for a future date, after the Petition for Adoption has been filed. At the hearing, the adult adoptee must consent to the adoption. If the adult adoptee resides outside of Wayne County, a consent form will be mailed to the adult adoptee. The consent must be executed in a Court of Record, in the county of residence.
4. Termination of parental rights is not necessary for an adult adoption. However, notice of hearing will be mailed to the biological parent(s).
5. Once the adoption has been completed, a new birth certificate may be created with only the adoptive parent(s) names listed as parent(s). A former parent's name, who did not join in the Petition for Adoption, cannot be added to the adoptive birth record.

### Qualifications for the Acceptance and Processing of the Adoption Petition

1. Petitioners and/or Adoptee must be residents of Wayne County. (Proof of residence is required)
2. The Court will not accept a Petition for Adoption if a petitioner has been convicted of any of the following offenses:
  - a. Accosting, enticing or Soliciting Children for Immoral Purposes
  - b. Production of Child Pornographic Material
  - c. Criminal Sexual Conduct (I-IV)
  - d. Assault with Attempt to Commit Criminal Sexual Conduct
3. The Judge assigned to the case may consider the following factors when deciding whether to grant the Petition for Adoption:
  - a. Three or more traffic convictions involving alcohol without verifiable proof of rehabilitation.
  - b. Any felony convictions within the past ten years.
  - c. Protective Services involvement with substantiated complaints within the last five years.
  - d. Support arrearages for children from previous relationships.
  - e. Pending criminal or child protective cases.
  - f. Outstanding warrants.
4. If any concerns are noted during the screening process, a subsequent meeting and/or court hearing may be required.

## Fees

1. A one hundred ninety-five dollar (\$195.00) filing fee, per adoptee, payable either by cash, money order, or attorney check, must be paid at the time the Petition for Adoption is filed. Personal checks are not accepted. Money orders and attorney checks should be made payable to the Wayne County Clerk.
2. For adoptees born in Michigan, a check or money order payable to the State of Michigan in the amount of \$50.00, to cover the processing and issuance of the new birth certificate must be paid. Additional copies may be purchased for \$16.00 per copy. For adoptees born outside the State of Michigan, the fee for the new birth certificate varies from state to state.
3. The filing fee may be waived, if the petitioner is receiving public assistance or can be verified as having a low income. Verifiable proof of income (i.e. current Medicaid Card for the family, as well as, pay stubs, income tax returns for the previous year, etc.) must be submitted at the time of the office interview/appointment. The fee for the new birth certificate cannot be waived.

## Documents

1. The following documents, if applicable, are required to file the Petition for Adoption. Certified or true copies of each of these documents are required. All foreign documents must be translated into English and must be certified by a certified translator. Hospital “verifications” of birth, and photocopies (non certified or true copies) of documents **will not** be accepted:
  - Adoptees birth certificate.\*
  - Petitioners’ birth certificate.
  - Petitioners’ marriage certificate to each other, as well as any previous marriage certificates for either petitioner.
  - All divorce decrees.
  - Death certificate if a previous marriage ended because of the death of a spouse.
  - Death certificate if the mother or father of the adoptee is deceased.\*
  - All name change orders.
2. Other documents that are required, if applicable:
  - Statements/letters from adult adoptee and the petitioner(s) requesting the adoption.\*
  - Clearances from any past criminal conviction or any alcohol related traffic violations that show all fines and/or conditions have been satisfied.\*
  - If petitioner(s)/adoptee(s) are not U.S. citizens, the following documentation is required, if applicable: valid Resident Alien Card, valid Visa from Immigration & Naturalization Services, Naturalization documentation (certified/original).
  - **Completed Adoption Report (MJC 1078), attached.\***

**\*The Adoptions Unit will retain these documents.**

## Filing the Petition for Adoption

1. The Adoptions Unit is located on the 4<sup>th</sup> floor of Building B in the James H. Lincoln Hall of Juvenile Justice. 1025 E. Forest Avenue, Detroit, MI 48207-1098.
2. The prospective adoptive parent(s) or attorney **must call (313) 833-1880** to schedule an appointment to initiate the adoption process.
3. If any petitioner requires a language interpreter, please make this request at the time you schedule the appointment. The court will request an interpreter be present at the appointment on your behalf.
4. The attached Adoption Report (MJC 1078) must be completed prior to the scheduled office appointment.
5. The prospective adoptive parent(s) must be present at the scheduled appointment time, unless being represented by an attorney.
  - Should you retain an attorney to represent you, the attorney must review the “Attorney Instruction” packet and prepare the required forms.
6. During the scheduled office appointment all documents will be screened and clearances/record checks will be completed in the following areas:
  - LEIN system (criminal)
  - Juvenile neglect/delinquency search
  - Third Circuit Court of Michigan – Friend of the Court
7. Should all of the criteria be met, the Petition for Adoption will be prepared and a court date will be scheduled for a future date before the assigned adoption judge.

STATE OF MICHIGAN THIRD CIRCUIT COURT WAYNE COUNTY	ADOPTION REPORT	FILE NO.
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Complete this entire form. Print or type the entire report. If certain areas do not apply, write or type N/A. If more space is needed, use the back side of the form.

### PETITIONERS INFORMATION

	PETITIONER 1	PETITIONER 2
Name (First, Middle, Last)		
Birth Date		
Social Security Number		
Driver License Number		
Address City, State and Zip		
Telephone Number		
Petitioner's Mother's Name and Date of Birth (Parent of person adopting)		
Petitioner's Father's Name And Date of Birth (Parent of person adopting)		
Education Level (Name of School & Grade Completed)		
Employer		
Job Title		
Current Yearly Income		
Military History (if yes, indicate date of discharge)		
Chronic or Terminal Illnesses		
Date of Last Physical Exam		
All Previous Marriages (if yes, name of spouse(s))		
Has support been ordered for any other child from a previous marriage or relationship?		
List all Criminal Convictions		

Are there any pending warrants for your arrest? (If yes, list the district of the offense.)		
List all Alcohol-Related Traffic Convictions		
Child Protective Services Involvement		
Did the biological/custodial parent ever receive aid from the State? If yes, when? <b>(Step-Parent adoptions only).</b>		
Have you previously been approved to adopt a child?  If so, when? Also, if an agency was involved, please name the agency.		
Are you currently, or have you ever been a licensed foster parent? If so, through which agency?		

### ADOPTEE INFORMATION

(Child(ren) to be Adopted)

Name (First, Middle and Last)	
Date of Birth	
Social Security Number	
Place of Birth (city, county, state)	
Length of time in home	
Physical Health	
Grade in School	
Hobbies	
Adoptee's feelings regarding the Adoption	
Gender (M or F) & Race	
Is the adoptee a Native American Indian, if so, which tribe.	
Marital Status (only applicable for Adult Adoptions: single married, divorced, separated or widowed).	

**ALL OTHER ADULTS CURRENTLY  
RESIDING IN THE HOME**

<b>NAME</b>	<b>GENDER (Male/Female)</b>	<b>RACE</b>	<b>MARITAL STATUS</b>	<b>SOCIAL SECURITY NUMBER</b>	<b>DATE OF BIRTH</b>

**ALL OTHER CHILDREN CURRENTLY RESIDING IN THE HOME**

<b>NAME</b>	<b>GENDER (Male/Female)</b>	<b>RACE</b>	<b>SOCIAL SECURITY NUMBER</b>	<b>DATE OF BIRTH</b>

## BIRTH PARENT INFORMATION

	BIOLOGICAL FATHER	BIOLOGICAL MOTHER
Name (First, Middle, Last)		
Birth Date		
Social Security Number		
Address City, State and Zip		
Name of Mother of Biological Parent		
Name of Father of Biological Parent		
Siblings of Biological Parent		
Education Level (Name of School & Grade Completed)		
Physical Description		
Current Employment		
Current Marital Status		
Name of Spouse		
Names of other children from previous or current relationships/marriages		
Chronic or Terminal Illnesses		
Did the biological mother ever receive aid from the State? If yes, when?	N/A	
Race		

Falsification of any information on this form may result in the Petition for Adoption being denied.

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner's Signature (if two-parent adoption)

\_\_\_\_\_  
Date