

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

# **ATTORNEY INSTRUCTIONS**

These instructions are to be used for filing the following types of adoptions being filed in Wayne County, at the Third Circuit Court of Michigan, when an attorney has been retained by the petitioner(s):

- Step-Parent
- Adult
- Relatives
- Guardians (including Relatives that have guardianship of the adoptee)

**You must review the separate filing instructions for further information and the necessary documentation needed based on the specific type of adoption being filed. The separate instructions can be found on the court's website.**

These instructions do not apply for Direct Placement adoptions. If you need information regarding Direct Placement adoptions please refer to "Other Filings" section on the Adoptions Webpage at <https://www.3rdcc.org/FamilyJuvenile/Adoptions.aspx>. You may also contact the Adoptions Coordinator at (313) 833-1962.

The following documents must be completed by the attorney's office before filing the Petition for Adoption:

- PCA 301 – Petition for Adoption (1 original)
- PCA 346 – Statement of Services Performed by Attorney (1 original)
- PCA 347 – Petitioner's Verified Accounting (1 original)
- MC 02 – Appearance (1 original)
- DCH-0854 - Adoption Report Required to Establish a New Michigan Birth Record (2 originals) (Note – this is not a SCAO form.)

These forms may be needed for Step-Parent, Relative or Guardian adoptions, depending on how parental rights are going to be terminated:

- PCA 302 – Supplemental Petition and Affidavit to Terminate Parental Rights of Non-Custodial Parent (**STEP-PARENT ONLY**)
- PCA 310 – Petition for Hearing to Identify Father and Determine or Terminate His Rights
- PCA 315 – Declaration of Inability to Identify/Locate Father

Also, please keep in mind of the following while preparing the forms:

- Forms must be typed.
- Forms must be the most recently revised
- White-Out, typographical errors and hand corrections will not be accepted.
- When obtaining signatures, full signatures are required (first, middle and last names). Partial signatures (middle initials) will not be accepted.

Also, note that if all the criteria are not met during the initial appointment, a subsequent appointment will be scheduled.

1. No Walk-In/Mailed-In/E-mailed filings are accepted. Appointments **must** be made for filing **all** adoption petitions. Appointments may be scheduled by contacting the Adoptions Unit at (313) 833-1880.
2. If any petitioner requires a language interpreter, and plan on attending the appointment, 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.

Also, please note that your clients do not need to appear at the filing appointment; however, they may attend if they wish to.

Approved SCAO adoption forms may be accessed using the following link:

<http://courts.michigan.gov/Administration/SCAO/Forms/Pages/Adoption.aspx>