

8th Circuit Court – Family/Juvenile Division Montcalm County	Agency Adoption Checklist (AM) MCI/Permanent Ward
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Child:	Adoptee Consent: Yes or No	NA County/File #:
Agency/Worker:	Contact Information:	
Adoptive Parents:	Confirmation Hearing: Yes or No	
Appeal: Yes or No	Competing Party: Yes or No	
Notes:		

DOCUMENTS TO BE FILED:

- Cover Letter/Checklist
- Filing Fee – (\$196.00 - Made payable to Montcalm County and includes Certified Copy of Order of Adoption)
- Petition for Adoption (PCA 301)
- Is the child a member of an Indian Tribe? ___ Yes ___ No
 - If yes, what tribe? _____
 - Petitioner must notify the Tribe of the filing.
- Are there competing parties? ___ Yes ___ No
 - If yes, the Petition for Adoption must be filed in the County where the parental rights were terminated.
 - If yes, a copy of Consent to Adoption MCI Decision (DHS 883) must be filed.
- Copy of child’s birth certificate
- Copy of adoptive parents’ birth certificates
- Copy of adoptive parents’ driver’s licenses
- Copy of adoptive parents’ marriage license (if applicable)
- Copy of all final judgements of divorce for petitioners (if applicable)
- Termination of Father’s Rights in _____ County:
 - NA Order (JC 63) **OR**
 - Death Certificate **OR, ALL of the following:**
 - Release of Child by Parent (PCA 305) Statement to Accompany Release (PCA 338)
 - Order Terminating Parental Rights (PCA 318) Order Committing to MCI (PCA 322 or Neglect Order)
- Termination of Mother’s Rights in _____ County:
 - NA Order (JC 63) **OR**
 - Death Certificate **OR, ALL of the following:**
 - Release of Child by Parent (PCA 305) Statement to Accompany Release (PCA 338)
 - Order Terminating Parental Rights (PCA 318) Order Committing to MCI (PCA 322 or Neglect Order)
- Consent to Adoption by Agency/Court (PCA 309)
- Affidavit to Court on Pending or Potential Appeal/Rehearing

DOCUMENTS TO BE FILED CONTINUED:

- Statement of Services Performed by Agency, 7 & 21 day (PCA 345)
- Petitioners Verified Accounting (PCA 347)
- Supplement to Petitioner's Verified Accounting (PC 347a)
- Child's Adoption Assessment (DHS 1927)
- Add Addendum to the Child Adoption Assessment (DHS 606)
- Initial Foster/Adoptive Home Evaluation (CWCL 3130)
- Adoptive Family Initial Assessment Addendum
and attached Criminal History Form (DHS 612 & 612 CH)
- Most Recent Annual/Renewal Foster Home Report
- All Special Evaluations/CPS Reports
- All Quarterly Adoption Progress Reports (DHS 614)
- Medical Reports for child and all those living in the home (dated within the past 12 months)
- Adoption Assistance Verification (MDHHS 5996)

PROPOSED ORDERS AND ADDITIONAL PAPERWORK

- Order Terminating Parental Rights (PCA 318)
- Order Placing Child After Consent (PCA 320)
- Consent to Adoption by Adoptee (PCA 307) If adoptee is 14 years or older
- Final Order Allowing Fees and Costs (PCA341)
- Order of Adoption (PCA 321). *Only adoptive name on the order.*
- Adoption Report Form and Applicable Fee – necessary to create new birth record