

**NEWAYGO COUNTY CIRCUIT COURT – FAMILY DIVISION**  
**STEPS FOR FILING A STEP-PARENT, RELATIVE OR ADULT ADOPTION**

FOLLOW THESE INSTRUCTIONS VERY CAREFULLY. THE COURT IS FORBIDDEN BY LAW TO ASSIST IN THE PREPARATION OF THESE FORMS.

The fee for filing an adoption case is \$150 and must be paid at the time of filing.

- Step-Parent and Relative Adoptions require consent from the legal/biological parent(s) of the child and must be given in front of a judge. You are responsible for scheduling the consent hearings with the Court and the biological parents. The court will not contact the biological parents to schedule consent hearings.
- Adult Adoptions require the legal/biological parent(s) to be notified of the adoption proceedings (they do not have to consent, but they do have to be notified).

**If the legal/biological parent(s) is/are unwilling or unavailable to sign the consent, or if the identity or location of the natural parent(s) is unknown, YOU MUST RETAIN AN ATTORNEY TO PREPARE AND FILE THE PETITION FOR ADOPTION.**

Documents that must be filed:

- \_\_\_\_\_ Petition for Adoption, signed by both adopting parents (if step-parent adoption, the custodial biological parent must still sign the petition).
- \_\_\_\_\_ Child's birth certificate (please bring the original document and the court will make a copy).
- \_\_\_\_\_ Proof of parentage for father if not noted on the birth certificate (divorce papers, acknowledgment of paternity, etc.).
- \_\_\_\_\_ Proof of custody for step-parent adoptions (divorce papers OR death certificate of biological parent).
- \_\_\_\_\_ Copy of current marriage certificate for adoptive parents (must be married at least one year before you can adopt).
- \_\_\_\_\_ Information for Notice to Prior Courts
- \_\_\_\_\_ Adoption Investigation Documents required for:

- Adoptive parent(s) who is/are not the biological parent(s)
- Adoptee over the age of 18 (Adult Adoption)

- \_\_\_\_\_ Criminal Background Check Form (LEIN)
- \_\_\_\_\_ Central Registry Clearance Form
- \_\_\_\_\_ Copy of the social security card\*
- \_\_\_\_\_ Copy of Driver License\*

**\* Please bring the above original documents to our office for copying.**

- \_\_\_\_\_ Petitioner's Verified Statement.
- \_\_\_\_\_ Filing fee of \$150.00.

### Procedures after the petition is filed

After your petition is filed, an adoption investigation must be completed by the Court. You will be contacted by a Court employee within four (4) to six (6) weeks to schedule the investigation interview, which will typically take place in your home. After the Investigation Report is final, the consent hearings can take place.

After consent is given and at least 21 days after parental rights are terminated, the final confirmation hearing can take place. You are responsible for scheduling the final confirmation hearing with the Court.

At the time the adoption is confirmed (final), an Order of Adoption will be prepared. The charge for a certified copy of the Order of Adoption is \$10.00, which can be paid at the time of receipt.

When the adoption is complete, a Record of Adoption will be sent to Lansing for a new birth certificate (if the child was born in Michigan). A check or money order for \$40.00 made payable to the State of Michigan will be required at that time.

If the child was born in another state, we will determine the amount of the fee if needed.

If you have any further questions, please call **Faye Ohrling** at the Circuit Court at (231) 689-7202.