

**Jackson County Circuit Court/Family Division
Family Adoption – Step parent, Relative**

Documents Filed:

- ___ Filing Fee (\$150.00) + \$25.00 EFF fee = **\$175.00**
- ___ Petition for Adoption (PCA 301) or (PCA 301b Stepparent)
- ___ Supplemental Petition (PCA 302): If applies, include court order, payment History covering the previous 2 years of the filing of adoption.
- ___ Petition for Hearing to Identify Father and Determine or terminate his rights (PCA 310): Applies for putative fathers.
- ___ Declaration of Inability to Identify/Locate Father (PCA 315): Applies to Putative/unknown father
- ___ Notice to Prior Court MC28, if applicable

Supporting Documents:

- ___ Birth Certificate of Adoptee (Copy)
- ___ Divorce, Paternity Order, Support Order regarding the non-custodial parent
- ___ Marriage License: Petitioners
- ___ Copy of Drivers License: Petitioners
- ___ Any other Supporting Documents such as: Divorce Judgment, Name Change, Death Certificate
- ___ Clearances for background check for adopting petitioner (DHS & ICHAT)
- ___ Adoption Questionnaire

Fees:

- ___ Verified Accounting ...Petitioner PCA 347; Attorney PCA 346 (7 & 21 Day)
- ___ Supplemental Verified Accounting ...Petitioner PCA 347a

Orders / Documents/ Notice of Hearing Prepared:

- ___ Putative Father: Paternity Clearance from Vital Records
- ___ Putative Father: Notice of Hearing to Identify Father (PCA 311)
- ___ Putative Father: Notice to Putative Father Custody Statement (PCA 316)
- ___ Putative Father: Order Terminating Rights of Father without Release Or Consent (PCA 312)
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- ___ Non-Custodial Parent: Notice of Hearing, Termination of Parental Rights (PCA 304)
- ___ Non-Custodial Parent: Consent to Adoption by Parent (PCA 308)
- ___ Non-Custodial Parent: Order Terminating Parental Rights after Release or Consent (PCA 318)
- ___ Advice of Rights (PCA 323)
- ___ Parent’s Consent/Denial to Release Information to Adult Adoptee (FIA 1919)

- ___ Release of Information Guide – Pamphlet
- ___ Support Groups

- ___ Order Placing Child - Step Parent (PCA 319)
- ___ Order Placing Child after Consent – Relative (PCA 320)
- ___ Notice to Prior Court – Termination or Confirmation (MC28)

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Final Orders

- ___ Order of Adoption (PCA 321)
- ___ Record of Adoption (DCH 0854)
- ___ Final Order Allowing Fees & Costs (PCA 341)
- ___ Consent to Adoption by Adoptee if 14 years or older (PCA 307)

* Proof of Service for any paperwork that was served, PC 564