

**Jackson County Family Division
Agency/DHS Placement Checklist**

Documents Filed

- Petition for Adoption (PCA 301)

- Filing Fee (\$150.00) Check or Money Order made out to Circuit Court/Family Div.
+ 25.00 EFS fee = **\$175.00**
- Certified copy of Adoptee's Birth Certificate

- Termination of Father's Rights
 Release (PCA305) Neglect Order (JC 63) Case # _____
 Termination (PCA 318)

- Termination of Mother's Rights
 Release (PCA305) Neglect Order (JC63) Case # _____
 Termination (PCA 318)

- Statement by Parent that Accompanied Release (PCA 338), if applicable

- Parent's Verified Accounting for Adoption Release (PCA 348), if applicable

- Commitment to Agency (PCA 322), if applicable

- Report on Appeals

- Notice to Adopting Parents on Pending or Potential Appeal/Rehearing (PCA 325), if applies

- Consent to Adoption by Agency (PCA 309)

- Adoptive Family Assessment (MDHHS 5643)

- Adoptive Family Assessment Addendum (DHS 612)

- Child Adoption Assessment (DHS 1927)

- Child Adoption Assessment Addendum (DHS 606), if applicable

- Alternate Caregiver background check showing results via MDHHS 5526 or separate letterhead

- MDHHS-5996, Legal Packet Supplemental Adoption Assistance Verification

Fees:

- Verified Accounting ...Petitioner PCA 347; Agency PCA 345 (7 & 21 Day)
- Supplemental Verified Accounting ...Petitioner PCA 347a;

Supervisory Report:

- 3 month report filed 6 month report filed

Orders Prepared:

- Order Terminating Parental Rights (PCA 318)
- Order Placing Child after Consent (PCA 320)
- Order of Adoption (PCA 321)
- Final Order Allowing Fees & Costs (PCA 341)
- Application to Establish Michigan Birth Record (DCH 0854)
- Consent to Adoption by Adoptee if 14 years or older (PCA 307)
- JC 36m & JC36o Order Requesting & Terminating Court Jurisdiction – Jackson County