

THE CIRCUIT COURT

FOR THE THIRD JUDICIAL CIRCUIT OF MICHIGAN

FAMILY DIVISION – JUVENILE

Dear Agency Representative:

Please share the enclosed instructions and forms with your staff.

The documents should be completed prior to the scheduled court hearing in the event that a parent(s) decide to voluntarily relinquish their parental rights. Once the forms are completed, it is required that the worker fax the completed documents, **along with the child(ren)'s birth certificate(s)** to our office for review. If any corrections are necessary, the worker will be notified as soon as possible. It is necessary that on the scheduled court date the worker bring the completed packet along with the parent(s) to the Adoption Unit, Room 414, prior to checking in with the courtroom. Please make sure that the clients have some form of photo identification.

For situations that involve current neglect case, it is possible that a parent(s) may release their parental rights prior to the next scheduled court hearing, as long as the forms are prepared in advance and the jurist of record is aware that the parent wishes to release their parental rights. The worker must accompany their client to the release hearing. As stated above the worker is required to fax the forms to our unit for review.

The worker should bring the parent(s) to the Adoption Unit, Room 414 between 8:00 am and 8:15 am. At that point, a referral memo will be prepared and the Adoptions Unit clerk will send the worker and their client(s) to the jurist of record or to the assigned "Duty Referee". However, if there is a current neglect case, the jurist of record will be contacted first to determine if the release will be taken before the assigned jurist.

If there are any questions, please call (313) 833-1880. The Adoptions Unit fax number is (313) 833-7033.

The following are the forms that will need to be prepared prior to the release hearing:

- PCA 305 – Release of Child by Parent (1 per parent, per child)
- PCA 338 – Statement to Accompany Release (1 per parent, per child)
- PCA 318 – Order Terminating Parental Rights After Release or Consent (1 per child)
- PCA 348 – Parent's or Guardian's Verified Accounting for Adoption Release or Direct Placement Consent (1 per child). **Note:** This form is only prepared on behalf of the mother.
- PCA 323 – Advice of Rights After Termination of Parental Rights (2 copies needed for each parent, per child).
- PCA 322 – Order Committing to Agency/Department of Human Services (1 per child). **Note:** This form is only prepared if both parents are releasing their parental rights at the same time; or if one parent is releasing and the other parent is deceased; or if one parent's parental rights have already been terminated and the remaining parent wishes to release. If parental rights were previously terminated for one parent, a copy of the termination order is needed for review. Also, if one parent is deceased, a certified copy of the death certificate must be submitted at the time the release documents are reviewed.

For your convenience the SCAO approved adoption forms may be found using this link:

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