

**Third Circuit Court of Michigan
Family Division - Juvenile Section, Adoptions Unit**

Checklist for Motion filing under MCL 710.45

	Motion – MCL 710.45
	Brief in Support of Motion
	Appearance of Attorney **
	Petition for Adoption – PCA 301
	Statement of Services Performed – PCA 346**
	Petitioners Verified Accounting – PCA 347
	Copies of petitioner(s) valid photo identification
	Petitioners Home Study – from agency that denied, as well as any other correspondence from the agency
	Copies of petitioners birth certificates, marriage certificate and any divorce/death certificates (if applicable)
	The petitioner(s), as well as other adults in the home are required to obtain a Central Registry Clearance (child protective services). The clearance may be requested at any local Department of Human Services (DHS) office, or at DHS South Central Operations, 1801 E. Canfield, Detroit, MI 48207. NOTE: If the petitioner is a female, clearances must also be completed on her current married name (if married), as well as her maiden name, and any other previous names used during previous marriages.
	Michigan Children’s Institute Denial letter
	Money Order – Filing Fee \$160.00 – Made payable to the “Wayne County Clerk”

All Motions/Petitions filed under MCL 710.45 of the Michigan Adoption Code, must be filed in the county where parental rights were terminated.

All legal documents must be typed. No white-out or hand corrections will be accepted. All signatures must be full signatures (first, middle and last – no initials.)

Please note that in order to file the Motion/Petition, an appointment must be made. Please contact the Adoptions Unit at (313) 833-1880.

Once the above documents are filed the court will:

- Obtain a court date.
- Send Notice of Hearing to the following: Petitioner, Michigan Children’s Institute, Attorney General, Agency, petitioner who received consent and the Guardian Ad-Litem appointed for the prospective adoptee during the neglect proceedings. The notice to the Michigan Children’s Institute and the Attorney General shall include copies of the Motion/Brief, as well as the Petition for Adoption.
- Complete all required record checks (LEIN, FOC, Neglect/Juvenile)

**An attorney is not required under the Michigan Adoption Code, however, it is strongly urged. If an attorney is not retained, all of the above documentation is still required, with the exception of the following: Attorney Appearance and the Statement of Services – PCA 346