

- a. Support subsidy documentation
- b. Medical subsidy documentation, if applicable
- [] 14. "Section 45" documents, if applicable
 - a. Has any other party been denied MCI consent for the adoption (MCL 710.45, "Section 45")? If, so, include a copy of the MCI Superintendent's decision and current name and address of the party who was denied consent.
- [] 15. [Affidavit to Court on pending Appeal/Rehearing](#)

"LEGALS" (All should have "7th Judicial Circuit, Genesee County" **typed** in the upper left corner):

- [] 16. Order Terminating Parental Rights after Release or Consent (PCA 318)
- [] 17. Order Placing Child after Consent (PCA 320)
 - a. Line #7 should always have "3" months listed
- [] 18. Notice to Adopting Parents regarding Potential Appeal/Rehearing (PCA 325), if legal risk due to an appeal/rehearing period not yet having expired
- [] 19. Consent to Adoption by Adoptee (PCA 307), only if adoptee is 14 years old or older
- [] 20. Petitioner's (21-Day) Verified Accounting (PCA 347) - dated
- [] 21. Statement of Services (21-Day) Performed by Agency/Department (PCA 345) -- dated (If an out-of-state agency performed services, that agency will need to submit a separate form.)
- [] 22. Final Order Allowing Fees and Costs (PCA 341)
- [] 23. Order of Adoption (PCA 321)
- [] 24. Order Terminating Court Jurisdiction (JC 36), if NA case is open in Genesee County -- not dated
 - a. Enter NA file number in upper-right corner.
 - b. Include name of agency as part of the address.
- [] 25. DCH-0854 Adoption Report ("Record of Adoption") signed by petitioners -- no corrections allowed
- [] 26. Request for DVD/CD form (only if petitioners want to purchase a DVD/CD of their confirmation hearing)

**For questions regarding the filing requirements, please call the Adoption Unit at
810-424-4470**

Completed packets may be dropped off in the Adoption Unit, Room 104 of the Circuit Court building or delivered to the court via mail at 900 S. Saginaw St, Flint, MI 48502, Room 104-Adoption Unit. The Adoption Supervisor will review all the required paperwork and notify the Adoption Worker if there are any missing items or clarification needed in a timely manner.