

TRIAL COURT ADMINISTRATIVE ASSISTANT ADOPTION FILE CHECKLIST

1. Birthparent Narrative (including counselor's certification)
 - Birthmother
 - Birthfather
2. Birthparent Consent, relinquishment, or waiver
 - Birthmother
 - Birthfather
 - Signed by judge?
 - Attorney for birthmother? (not required, but preferred)
 - Attorney for birthfather? (not required, but preferred)
3. Affidavit for Release of Information
4. Full disclosure documentation
5. Adoptee counseling narrative if 10 or over
6. Adoptee consent if 14 or over
7. Placement agency/CYFD consent
8. Subject to ICWA?
 - If yes, then was proper notice sent to tribe?
 - Tribal intervention or concurrence?
9. Background records checks (+ detailed report if results are positive)
 - FBI – not older than 2 years
 - State – not older than 1 year
10. Request for Order of Placement (if not an agency or CYFD adoption)
11. Order allowing placement (if not an agency or CYFD adoption)
12. Adoption Petition w/Petitioner verification (or Motion if CYFD adoption)
13. Notice of Adoption Petition (if not by relinquishment/consent) – must reflect TPR if no response

Adoption-----

- Birthfather
 - Birthmother
 - Death certificate of any deceased birthparent
 - Surviving parents of a deceased birthparent
14. Putative father registry check response
 15. Motion for Service by Publication with affidavit (if not by relinquishment/consent or direct notice)
 16. Order for Service by Publication
 17. Certificate of Mailing
 - CYFD Central Adoptions
 - Agency
 18. Pre-placement study (less than 1 year old) & updates, as appropriate (with counselor certification)
 19. If open-adoption, then open-adoption agreement (OAA)
 20. Motion/order for GAL if not waived in cases where OAA provides for contact
 21. GAL report when GAL appointed
 22. Motion for order to leave county of residence (if leaving county for more than 15 days)
 23. Order of residence (if leaving county for more than 15 days)
 24. Original birth certificate
 25. Affidavit of publication
 26. Certificate of service (if by mail, proof of certified delivery/return receipt)
 27. Certificate as to the State of the Record
 28. Motion for default judgment
 29. Default judgment

30. Post-placement report with counselor certification
31. Statement of accounting
32. Request and order for hearing
33. Final decree