

## Instructions to Begin the Adoption Process

1. Complete wpc15 Petition for Authority to Adopt and file with the court. A hearing may be required.
2. After the court grants the petition, you must obtain a certified copy of the WCPC199adp Order for Authority to Adopt. To obtain this order, email the courtroom of the judge of record. There is an \$11.00 fee for certified copies. The Order for Authority to Adopt expires one year from the date of the order. You must file for adoption within one year.
3. After receiving the Order for Authority to Adopt you must contact the Adoptions Unit of the Third Judicial Circuit of Michigan, Family Division, Juvenile Section at **(313) 833-1880** and request a Guardian Instruction Packet or visit the website at the following address:

[www.3rdcc.org/FamilyJuvenile/Adoptions.aspx](http://www.3rdcc.org/FamilyJuvenile/Adoptions.aspx)

Please note: if you reside outside of Wayne County you need to contact the court in your county that handles adoptions, as adoptions are only handled in the county where the guardian/child reside.

4. After reviewing the entire instruction packet you will be required to gather various documents, and complete a short questionnaire. Once you have gathered all of the required documents and performed the required steps, outlined in the instructions, you must contact the Adoptions Unit to schedule an appointment at (313) 833-1880.
5. You must continue filing your annual reports with the Wayne County Probate Court in order to keep your guardianship current until the adoption process is finalized. Once the Adoption is finalized, the Juvenile Court will send a notice to the Probate Court so that the guardianship established in the Probate Court can be closed.