

GUARDIANSHIP ADOPTION (AN Case Type)
Calhoun County – 37th Circuit Court Clerk’s Office

PLEASE READ CAREFULLY:

- Petitioner(s) **must** be a resident of Calhoun County.
- Petitioner(s) **must** be the current Guardian of the Adoptee(s).
- Petitioners **must** be married if adopting together.
- Forms must be typed or clearly hand-printed in black or blue ink.

****PLEASE NOTE:** Biological/Legal parents **MUST** sign a consent to adopt form at a court hearing in front of the assigned judge. Petitioner(s) **MUST** provide the current contact information for the biological/legal parents and contact them regarding this matter. If consent cannot be obtained from the biological/legal parents, please contact an attorney for legal advice on how to proceed.

FEES:

Petition for Adoption filing fee (per petition)	\$175.00
Investigation Fee (per family at time of filing)	\$300.00
Certified copy of the Order of Adoption, if requested	\$11.00
❖ All above fees shall be paid by check or money order made payable to: 37 th Circuit Court	
New Michigan Birth Certificate, if requested	\$50.00
❖ Check or money order made out to: STATE OF MICHIGAN Out-of-state birth record fees and processes will vary.	

DOCUMENTS REQUIRED: (Copies of supporting documents are accepted when legible and scannable)

- Petition for Adoption (PCA 301).
- Copy of Adoptee and Petitioner(s) Driver License or State IDs.
- Birth Certificate of the Adoptee and Petitioner(s).
- Marriage License of Petitioner(s), if applicable.
- Letters of Guardianship and the Order of Guardianship.
- If a biological/legal parent is deceased-a certified copy of the Death Certificate.
- The most recent order or judgment reflecting custody and support.
- Petitioner’s Verified Accounting (PCA 347).
- Calhoun County Adoption Questionnaire with two (2) reference letters attached.
- Statement of Services Performed by Attorney-7 Day (PCA 346), if applicable.
- Personal service and publication requirements, including fees, will be the responsibility of the Petitioner(s) and/or attorney.
- Depending on your situation additional forms may be necessary.

INVESTIGATION:

Pursuant to the Adoption Code 710.46 the court is required to conduct a full investigation. This will be completed by a court investigator. The investigator has up to 3 months to complete their investigation and file their Investigation Report with the court. The Investigator will contact the petitioner(s) and Adoptee after the case has been opened.

PLEASE NOTE: COURT PERSONNEL CANNOT GIVE LEGAL ADVICE.

Please contact an attorney for any legal questions or assistance filling out forms.

Contact Information:

37th Circuit Court Clerk's Office
Attn.: Adoptions
161 E. Michigan Avenue
Battle Creek, MI 49014

Business Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.
Closed: 12:00 p.m.-1:00 p.m.
Phone No.: 269-969-6518