

**STEPPARENT ADOPTION (AY case type)**  
**Calhoun County – 37<sup>th</sup> Circuit Court Clerk’s Office**

**PLEASE READ CAREFULLY**

- Petitioners **MUST** be a resident of Calhoun County.
- Petitioner **MUST** be married to the parent who has custody of the Adoptee(s).
- Forms must be typed or clearly hand-printed in black or blue ink.

**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 <sup>th</sup> 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 Stepparent Adoption (PCA 301b).
- Birth certificate of the Adoptee and Petitioner(s).
- Drivers Licenses or State IDs for Petitioners(s) and Adoptee, if applicable.
- Marriage License of Petitioners
- Custody and Support Order-Most recent court order.
- Acknowledgement of Paternity OR Order of Filiation, if applicable.
- If a biological parent is deceased, include a copy of his/her Death Certificate.
- Calhoun County Adoption Questionnaire with two (2) reference letters attached.
- Petitioner’s Verified Accounting (PCA 347)
- 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.** Also, for further guidance use: Michigan Legal Help website for further guidance.

<https://michiganlegalhelp.org/self-help-tools/family/stepparent-adoption>

**Contact Information:**

37<sup>th</sup> 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