



10th Judicial Circuit Court for the County of Saginaw

SAFE DELIVERY NEWBORN CHECKLIST

All adoption forms must be completed and signed legibly either print or type, with complete names (first, middle and last) as listed on the birth certificate(s). Make sure filings are complete. The checklist is intended to outline most of the documents needed. However, the court may require additional materials. Court personnel are unable to provide legal advice. To expedite the filing process, please organize the items below according to this checklist.

All filings are by appointment only: (989) 799-2821 ext. 4137

mhill@saginawcounty.com

Saginaw County Adoption Department
3360 Hospital Road Saginaw, MI 48603

Please call/email to schedule an appointment before filling out paperwork to get a case number to put on all court documents

Please remember to put Judge's name and P# on the Judge line at the top of the orders as follows:

Barbara L. Meter P45495

GENERAL CONSIDERATIONS:

- The adoption department cannot process adoptions for petitioner(s) who are not legally in the United States.
- Proper venue is in the county of residence of the adoptive parent(s); where the adoptee is found; or where the parent's parental rights were terminated or are pending termination. MCL 710.24
- Certified document(s) required for filing will not be returned to the petitioner(s).
- All adoption court forms recommended for use by the Michigan Supreme Court are available on-line at the State Court Administrative Office to complete and print. (website => courts.mi.gov)
- This checklist provides the corresponding recommended court form number(s) in parentheses.
- The failure to timely submit documentation may result in a dismissal of the case for lack of progress.

INITIAL DOCUMENTS REQUIRED:

[Within 48 hours after transfer of physical custody to a prospective adoptive parent]

1. Petition for placement order of surrendered newborn child (CCFD 01)
Petition must contain: (1) transfer date, (2) name and address of emergency service provider and (3) any written or oral information the surrendering parent provided to the emergency service provider.
2. Agency cover letter detailing the pertinent facts leading to this safe surrender and action being requested.
Note: Inquire whether birth parent(s) have any Indian heritage, efforts to determine, and results.
3. Voluntary medical background form from surrendering parent (DHS 4819)
4. Surrendering parent(s) executed voluntary release(s) for adoption of newborn (DHS 4820)
5. Proof surrendering parent(s) served with DHS pub 867 and advised of legal rights at hospital, when applicable
6. Surrendering parent(s) social history, when applicable
7. Verification of birth of child
8. Medical information/report(s) of newborn child, including meconium results if suspicion of the child being born exposed or positive for any controlled substances
9. Social history of the newborn child
10. If emergency service provider did not witness child's birth, then agency letter verifying check with law enforcement, and national and state clearinghouses to ascertain if the child is a missing child.
11. Pre-placement assessment report(s)/home studies and any and all such prior document(s) (criminal, medical and central registry clearances must be current within 1 year)
12. If CPS is or was involved, a letter and/or email from CPS caseworker indicating an investigation was conducted in this matter, and whether CPS is intervening.

UPON THE JUDGE SIGNING THE PLACEMENT ORDER OF THE SURRENDERED NEWBORN CHILD, THE ADOPTION DEPARTMENT WILL MAIL THE ORDER TO THE CHILD PLACING AGENCY.

CHILD PLACING AGENCY OBLIGATION TO NOTIFY NON-SURRENDERING PARENT:

1. Notice to the non-surrendering parent:
 - a. If the child placing agency can identify or locate the non-surrendering parent, then the child placing agency must provide notice of the newborn's surrender to the non-surrendering parent.
 - b. If the child placing agency after reasonable efforts cannot identify or locate the non-surrendering parent, then the child placing agency must publish notice of the newborn's surrender in a newspaper of general circulation in the county where the newborn was surrendered.
2. Please provide to the court proof of notice to non-surrendering parent:
 - a. If the non-surrendering parent is personally served, then a proof of service.
 - b. If publication was utilized, then a written report indicating the efforts made and the result of those efforts to identify, locate and provide notice to the non-surrendering parent, a copy of the newspaper publication with documentation verifying the date and newspaper that circulated the initial publication.

AFTER 28 DAYS FOLLOWING THE SURRENDER AND IF NO CUSTODY PETITION(S) IS/ARE FILED, THEN THE CHILD PLACING AGENCY MUST:

SUBSEQUENT DOCUMENTS REQUIRED:

1. Petition to accept release and terminate parents' parental rights to the newborn child. (CCFD 07)
2. Obtain verification whether a notice of intent to claim paternity has been filed with vital records.

A HEARING WILL BE SCHEDULED FOR THE COURT TO HEAR THE PETITION TO ACCEPT THE RELEASE AND TERMINATE THE PARENTS' PARENTAL RIGHTS OF THE SURRENDERED NEWBORN CHILD.

SUBSEQUENT DOCUMENTS REQUIRED PRIOR TO THE COURT HEARING:

1. Proof of service of notice of court hearing on non-surrendering parent, when applicable; OR
2. Proof of service by second publication of the court hearing if child placing agency cannot identify and locate non-surrendering parent as well as a written report of any additional efforts made and the results of such to identify and locate the non-surrendering parent.

IF THE COURT FINDS THAT THE CHILD PLACING AGENCY MET THEIR BURDEN OF PROOF AND TERMINATES THE PARENTS' PARENTAL RIGHTS OF THE SURRENDERED NEWBORN CHILD, THE ADOPTION DEPARTMENT WILL MAIL SUCH ORDER(S) TO THE CHILD PLACING AGENCY.

THE COURT MAY ORDER THE CHILD PLACING AGENCY TO SUBMIT A SUPERVISORY REPORT EVERY 90 DAYS PENDING THE ENTRY OF A FORMAL PLACEMENT ORDER IN A SUBSEQUENTLY FILED ADOPTION CASE.

Any questions concerning these procedures, please contact your attorney, agency representative or the Saginaw County Adoption Department at 989-799-2821 extension 4137 or mhill@saginawcounty.com