

ADOPTION (AD) CASE FILE CHECKLIST

Case Initiation

Docket # _____

- _____ **FILING FEE** \$65.00 or CV-067/191 Application to Proceed Without Fees and Indigency Affidavit
- _____ **PB-005** AD/GS/NC Summary Sheet
- _____ **CV/CR/FM/PC-200** Social Security Disclosure Form
- _____ **PB-003** Jurisdictional Affidavit
- _____ **AD-001** Petition for Adoption and Change of Name
- _____ **AD-005** Child Custody Affidavit
- _____ **AD-006** Confidential Statement to Accompany Petition for Adoption
- _____ **AD-011** Secondary Placement Affidavit

Required **BEFORE** Final Hearing

- _____ Proof of Service and Summons (acknowledgement, green mail card, or sheriff service) *Summons and Proof of Service on biological parent(s) is not required when the adoption is PC based and the biological parent(s) have been terminated.*
- _____ **AD-003** Consent of Other than Parent (DHHS)
- _____ **AD-007** Report of Disbursements
- _____ Marriage License (if applicable and not included in the Home Study)
- _____ Divorce Decrees (if applicable)
- _____ Home Study
- _____ DHHS Reports re: placement with adoptive family
- _____ Background and History of the Adoptee
- _____ DHHS Family and Child Health History (Biological mom)
 - _____ Bio mom refused to provide this information.
- _____ DHHS Family and Child Health History (Biological dad)
 - _____ Bio dad refused to provide this information.
- _____ TPR Order biological mother
 - _____ If biological mother is deceased, copy of Death Certificate
- _____ TPR Order biological father
 - _____ If biological father is deceased, copy of Death Certificate
- _____ **AD-013 or AD-014** Consent of Parent to Adoption, biological mother (**if no TPR or death cert**)
 - _____ **AD-012** Certificate of Counseling
- _____ **AD-013 or AD-014** Consent of Parent to Adoption, biological father (**if no TPR or death cert**)
 - _____ **AD-012** Certificate of Counseling
- _____ Certified Copy of Adoptee's Birth Certificate
- _____ Application and Agreement for Adoption Assistance
- _____ **VS-9** Certificate of Adoption (bottom section to be completed by clerk at final hearing)
- _____ **CJIS Fingerprint/Background Check IDENTOGO (keep in separate, locked cabinet)**

Final Hearing

- _____ **AD-004** Consent of Person to be Adopted (14 or more years old)
- _____ **AD-010** Acknowledgement of Adoption Registry
- _____ Give petitioner(s) **AD-009** with gold seal affixed, the ceremonial Certificate of Adoption (printed on heavyweight paper with gold seal affixed) and one **certified** copy and one *plain* copy of **AD-002**, Finding and Decree of Adoption.
- _____ Send **certified** copies of **AD-008**, Notice of Completion and **AD-002**, Finding and Decree of Adoption to DHHS caseworker, regional adoption supervisor, *and* AAG.
- _____ Send signed **VS-9** Certificate of Adoption **WITH** check made payable for \$60 to **Treasurer, State of Maine** to **Vital Records**.