

## Instructions to Begin the Adoption Process

1. You must obtain a certified copy of the Order Regarding Guardian Authority to Release for or Consent to Adoption after the Probate Court grants the Petition for Guardian Authority to Release for or Consent to Adoption. There is an \$11.00 fee for the certified copy. The Order expires one year from the date of the order. You must file for adoption within one year.
2. After receiving the Order 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) to find more information regarding Guardianship adoptions in the ‘Non-Agency Filings’ tab.

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.

3. After reviewing the entire instruction packet you will be required to gather various documents and complete a short questionnaire. Once you have gathered all 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.
4. **You must continue filing your annual reports with the Wayne County Probate Court to keep your guardianship current until the adoption process is finalized.** Once the Adoption is finalized, the Adoptions Unit will notify the Probate Court and the guardianship established in the Probate Court will be closed.