

MDCPS ADOPTIONS - - CASE FILE CHECKLIST

Names of Adoptive Parents and Child: _____

Address: _____

Contact Info: _____

Judge/Court Admin./Law Clerk _____

DOCUMENT	COMPLETED	FILED W/ COURT	RECEIVED/ RETURNED
1. Parent Interview			
2. Adoption Petition			
3. Civil Cover Sheet			
4. Original Birth Certificate			
5. DCPS Affidavit of Child's Assets			
6. TPR Order (from DCPS)			
7. DCPS Affidavit Consent to Adoption			
8. DCPS Home Study			
9. Medical and Social History (DCPS)			
10. Adoptive Parent Affidavit			
11. Child's Affidavit (if 14 or older)			
12. Physician's Certificate			
13. Hearing Scheduled			
14. Order of Setting			
15. Notify Parents of Hearing			
16. Notify DCPS Caseworker of Hearing			
17. ADOPTION DECREE (get multiple certified copies before case is close - - minimum 4 copies)	copy to parents; DCPS; Vital Records; Atty file		
18. Court File Needed for Hearing?			
19. Report of Adoption (Filled Out and Notarized by Clerk of Court)			

20. New Certificate of Live Birth Form (May no longer be needed)			
21. Vital Records Packet (Cover Letter; \$55.00 fee; Report of Adoption; Certified Copy of Decree; Medical and Social History)	Date Mailed to Vital Records:	Date New Birth Certificate Received:	
22. Final Paperwork/Invoice to DCPS			