

MDCPS ADOPTIONS -- CASE FILE CHECKLIST

Names of Adoptive Parents and Child: _____

Address: _____

Contact info: _____

Judge/Court Admin./Law Clerk _____

<u>DOCUMENT</u>	<u>COMPLETED</u>	<u>FILED w/ COURT</u>	<u>RECEIVED/RETURNED</u>
1. Parent Interview	_____		
2. ADOPTION PETITION	_____	_____	_____
3. Civil Cover Sheet	_____	_____	N/A
4. Original Birth Certificate	_____	_____	N/A
5. DCPS Affidavit of Child's Assets	_____	_____	N/A
6. TPR Order (from DCPS)	_____	_____	N/A
7. DCPS Affidavit/Consent to Adoption	_____	_____	N/A
8. DCPS Home Study	_____	_____	N/A
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	_____	_____	N/A
15. Notify Parents of Hearing	_____	Witness Preparation	_____
16. Notify CPS Caseworker of Hearing	_____		
17. ADOPTION DECREE	_____	At least four certified copies: Vital Records; Parents; DCPS; Atty File)	
18. Court File Needed for Hearing?	_____		
19. Report of Adoption	_____	Filled out and Certified by Court Clerk	
20. New Certificate of Live Birth Form	_____	Vital Records form, signed by Adoptive Parents)	
21. Vital Records Packet (Cover Letter; \$55.00 fee; Report of Adoption; Certified Copy of Decree; Medical and Social History)	_____	Date Mailed _____	Return Receipt _____
22. Final Paperwork/Invoice to DCPS	_____	(Date Mailed to DCPS)	