

FILING PROCEDURE FOR ADOPTION PETITIONS

- Please contact adoption caseworker, Terrie Murphy-Daniels, at Terrie.Murphy-Daniels@macombgov.org or (586) 469-5427 to schedule a telephone filing appointment.
- After scheduling the appointment, one may deliver the petition and supporting documentation either (a) electronically, (b) hand deliver or (c) by mail to the Macomb County Adoption Department. Petitions and supporting documents must be received at least 72 hours prior to the scheduled telephone appointment. **ONLY COMPLETE PETITION PACKETS SHOULD BE SUBMITTED FOR FILING**
 - (a) Electronic submission – please email the petition with all required documentation in chronological order of the respective checklist case type to the following email address: adoptions@macombgov.org
 - Please email all of the documentation using the least number of PDF's.
 - Please include the first and last name of the child as well as the case type on any email you send.
 - If you forget to send a particular document that should have been included in the original email, then please send just the additional document(s) the same way as above.
 - (b) Hand delivery – please drop off the petition and supporting documentation in chronological order of the respective checklist case type to the following address: 10 North Main Street – 12th floor, Mt. Clemens, MI 48043
 - If there are no staff at the window located on the 12th floor, please deliver to the 8th floor and indicate it is for the adoption department.
 - (c) Mail – please mail the petition and supporting documentation in chronological order of the respective checklist case type to the following address: Macomb County Adoption Department, 10 North Main Street – 12th floor, Mt. Clemens, MI 48043
- During the telephone filing appointment, if the caseworker accepts the petition, the case will be processed.
 - If the petition was submitted electronically, then please mail or hand deliver the original petition with all other original documents including payment of initial filing fees to the following address: Macomb County Adoption Department, 10 North Main Street, 12th Floor, Mt. Clemens, MI 48043.
- During the telephone filing appointment, if the petition is not accepted, then the caseworker will explain why such is the case. You will need to timely rectify the reason for non-acceptance of the petition and then send any missing/corrected documentation electronically in one email, hand delivery or by mail to the Macomb County Adoption Department for review by the caseworker.
- The above email address is only for initial petition filings. Do not use this email address when sending supplemental petitions or any other document(s) for pending cases.

Amended 4/26/23 MP