



16th Judicial Circuit Court for the County of Macomb

ELECTRONIC FILING REQUIREMENTS FOR ADOPTION CASES TEMPORARILY DUE TO AND DURING THE COVID-19 CRISIS

1. Please contact adoption caseworker, Terrie Murphy-Daniels, at Terrie.Murphy-Daniels@macombgov.org or (586) 469-5427 to schedule a telephone filing appointment. (Note, any person that either had a previously scheduled appointment or called to make one, you will be called in chronological order for the purpose of rescheduling/scheduling a filing appointment before any new petition filing appointments are scheduled.)
2. After scheduling the appointment, please email the petition with all required documentation and in chronological order of the respective checklist case type. It is preferred that the documents are emailed as one PDF and between 48 – 72 hours prior to the scheduled appointment to the following email address: adoptions@macombgov.org
 - a. Please include the first and last name of the child as well as the case type on any email you send.
 - b. 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.
 - c. **Only complete petition packets should be emailed for electronic filing.**
3. During the telephone filing appointment, you will be advised if the petition is accepted or not.
 - a. If the caseworker advises that the Petition is accepted, then please mail 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. You may also include the request for new birth record with applicable fees.
 - b. If the petition is not accepted, then the caseworker will explain why such is the case and you will need to reschedule another telephone filing appointment.
4. 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. Please mail such documents with respective fees when applicable to the following address: Macomb County Adoption Department, 10 North Main Street, 12th Floor, Mt. Clemens, MI 48043.