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# LAW OFFICE OF TROY R. JENSEN, LLC

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ADOPTION | CUSTODY | PATERNITY | DIVORCE | CIVIL LITIGATION  
JUVENILE COURT | CRIMINAL DEFENSE | PERSONAL INJURY | BANKRUPTCY

*Know the Law – Know Your Rights – Know I Will Fight for You*

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## ADOPTION INTAKE AND FEES

### Case / Contact Information

Adopting parent(s): *(please provide valid picture id and fill out the following)*

(Father)Name: \_\_\_\_\_ dob: \_\_\_\_\_

Place of Birth (state or country): \_\_\_\_\_

(Mother) Name: \_\_\_\_\_ dob: \_\_\_\_\_

Place of Birth (state or country): \_\_\_\_\_

Full MAIDEN name: \_\_\_\_\_

Residence at time of child's birth: \_\_\_\_\_  
(city) (county) (state/country)

Present Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ email: \_\_\_\_\_

Type of Adoption: ( ) Step parent ( ) relative adoption ( ) agency adoption  
( ) single parent ( ) married couple

NOTICE:

Circle One: Uncontested / Contested / Unknown?

Statement from Adoptive Parents:

1. You must prepare a statement of the last time you saw the parent whose rights will be taken away as a result of this adoption (where and when did this occur):
  
  
  
  
  
  
  
  
  
  
2. Adoptive parents must prepare a statement of how they feel about the minor child(ren) including a statement as to why they desire to adopt the child.
  
  
  
  
  
  
  
  
  
  
3. Please list your greatest concerns regarding this adoption:

Fees and costs:

Attorney Fees: (uncontested flat fee) \$1,500 (includes all forms/hearing in CHECKLIST OF FORMS below)  
Alternate Service/Publication Packet \$199 (plus costs)  
Motion fees / Additional hearings (contested) billed at hourly rate of \$150.00/hr.

Court Filing Fee: \$360.00  
Vital Statistics Fee \$8.00 (per child)  
BCI (background check) \$15.00 (per parent)  
DCFS registry check \$0.00 (no charge)

**CHECKLIST OF FORMS**

All forms and pleadings will be provided to you by the attorney or agency as appropriate – use this checklist to ensure you have received everything for your records.

**1. Should be completed PRIOR to filing for adoption & filed with the Court with the Adoption pleadings:**

- Pre-placement Home Study (not required for step-parent adoptions)
- Criminal Background Check for adoptive parents (BCI)
- Child Abuse background check (DCFS) for adoptive parents

**2. Initial Documents to be filed with the Court to COMMENCE the Adoption case:**

- Civil Coversheet
- Petition for Adoption
- Search of the Paternity Registry
- Voluntary Consents from everyone who must consent (bio parents, adoptive parents and adoptive child over 12 years)
- Relinquishments (or terminations) from biological parents
- Waiver of Rights from everyone who has the right to notice and intervene, but not the right to consent.
- Proof of Service of Notice of Petition to Adopt and notice of Rights
- Motion for Temporary Custody & Guardianship* (optional)
- Order for Temporary Custody & Guardianship* (optional)  
[Adoptive child must be in adoptive parents' home for a period of six months before the final adoption hearing can occur and be finalized]

**3. Final Documents to be filed with the Court for the final Adoption Hearing:**

- Certificate of Readiness (notice to Court that everything is ready to be set for the final adoption hearing)
- Post-placement Home Study
- Consents to Adoption (adoptive parents and adoptive child over age 12- usually signed at the final hearing before the court and may require sworn testimony by the parties consenting)
- Affidavit of Fees – signed by adoptive parents (where there have been fees paid to the biological mother)
- Finding of Fact and Conclusions of Law
- Decree of Adoption
- Report of Adoption (health questionnaire)
- Birth Certificate Form
- Report of Adoption