

Shiawassee County Circuit Court

KAREN C. VAN EPPS
Juvenile Administrator
PATRICIA A. STEVENS
Chief Referee



110 East Mack Street
Corunna, MI 48817-1492

FAMILY DIV. : 989-743-2372
FAX: 989-743-2349

Family Division

JAMES R. CLATTERBAUGH
Presiding Judge



December 3, 2003

Dear Attorney,

I would like to begin this letter by thanking you for the year of wonderful service you have provided to the Juvenile Division of the Family Court. You have served the children and the families of Shiawassee County with respect, concern and great legal representation. We know that many of the cases you receive are not pleasant, is time consuming and difficult, despite those negatives you continue to stick with us and are willing to take appointments, we are very appreciative.

Please remember that we need your bills for 2003, even if the case is not completed. We cannot pay in one year what occurs in another; it throws the true reflection of that budget off.

Additionally, beginning in January we will be considering your involvement in a delinquency case to be completed at the disposition of that case. No longer will we keep the attorney of record for reviews or probation violation hearings. If the minor comes in and asks for counsel we will appoint again at that time. Accordingly, it will be great if you could get your invoice into us shortly after the disposition.

For those of you who take cases where you represent the child in neglect/delinquency cases as the GAL, I have ordered you a reference book that was printed by MJI. If you have not received this book from me please stop by my office for your copy. This book does a great job of outlining the duties of GAL's and things to look for when you are visiting with the child. After the first of the year there are new and revised forms for your use; MC 221, Statement of Services must be filed with JC 82 which is the Affidavit of Service performed by the Lawyer GAL, which requires you to list the date that you visited with the child prior to the court hearings. I have enclosed copies of those forms your information.

We believe that the service we give families is often times directly related to the representation you give youth and families. Thank you for your dedication.

Sincerely,

Karen C. Van Epps
Juvenile Administrator

- ADOPTION
 CONSULTANTS
 INC.

main office 22749 Michigan Avenue Dearborn, Michigan 48124
fax/phone (248) 737-0336 phone (313) 791-0887 e-mail: aciadopt@core.com
 mail address: 6689 Orchard Lake Road, #279 W. Bloomfield, MI 48322

Date

Shiawasee County Probate Court
Family Division - Adoption Unit
110 E. Mack St.
Corunna, MI 48187
Attn: Karen VanEpps

Dear Ms. VanEpps,

Please find enclosed, the paperwork for a second parent adoption. The petitioners *Jane Doe and Sally Smith*, who reside at 1234 Smith St. Corunna, MI 48187. The child to be adopted is *Johnny Doe*, Jane's biological or adopted son. We can be reached at (989) 111-1111.

The following paperwork is included in this packet:

Birth "Father" Release Paperwork

- PCA 310 "Petition To Identify Father And Determine or Terminate Rights"
- PCA 315 "Declaration of Inability to Identify/Locate Father"
- PCA 312 "Order Terminating Rights o Father Without Release or Consent"
- Sperm Donor Letter

Birth Mother Release Paperwork

- PCA 305 "Release of Child By Parent"
- PCA 338 "Statement To Accompany Release"
- PCA 318 "Order Terminating Parental Rights After Release Or Consent"
- PCA 322 "Order Committing To Agency/Family Independence Agency"
- PCA 323 "Advice of Rights After Order Terminating Parental Rights"
- Waiver of Rehearing And Appellate Rights

Adoption Paperwork

- Birth Certificate for child
- PCA 301 "Petition For Adoption"
- PCA 309 "Consent to Adoption By Agency/Court"
- PCA 318 "Order Terminating Rights After Consent" -
- PCA 320 "Order Placing Child After Consent"

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- PCA 320 "Order Placing Child After Consent"

- Record of Adoption
- PCA 345 "Statement of Services Performed by Agency/FIA 7 - 21"
- PCA 347 "Petitioners Verified Accounting" 7 - 21
- PCA 341 "Final Order Allowing Fees and Costs"
- PCA 321a "Order of Adoption"

MISC. DOCUMENTS

- Home Study
- Medical report for child
- Medicals for Petitioners
- Birth Certificate for petitioners

Thank you for your time in this matter. I am requesting a hearing date at the court's earliest convenience. Should you need further information, please feel free to contact this writer at

(248) 737-0336 or (248) 813-0113.

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- Record of Adoption
- PCA 345 "Statement of Services Performed by Agency/FIA 7 + 21
- PCA 347 "Petitioners Verified Accounting" 7 + 21
- PCA 341 "Final Order Allowing Fees and Costs"
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Sincerely,

Dana J. Marra, MA, SW
Program Director

A Non-Profit Organization