

MAINE JUDICIAL BRANCH

PRIVATE PARTY ADOPTION CASE FILE CHECKLIST

**Required at the time of filing:**

- FILING FEE \$65.00; or**
  - CV-067/191 Application to Proceed Without Payment of Fees and Financial Affidavit
- FM-002** Family and Probate Matter Summary Sheet
- PB-004** Social Security Number Confidential Disclosure Form
- PB-003** Jurisdictional Affidavit
- AD-001** Petition for Adoption and Change of Name
- AD-007** Confidential Statement to Accompany Petition for Adoption
- Certified Copy of Adoptee's Birth Certificate or delayed birth registration

**Required BEFORE final hearing:**

- PB-008** Summons Adoption, Guardianship, and Name Change with proof of service (acknowledgement, green mail card, or sheriff service) for any parents whose rights have not been terminated or surrendered and released
- AD-012** Petition to Terminate Parental Rights (if responding parent is not signing a consent) **with proof of service**
- AD-008** Report of Disbursements (not applicable if one of the petitioners is a blood relative of the minor)
- AD-009** Certificate of Counseling for Parent (if the responding parent intends to consent to the adoption— not applicable if one of the petitioners is a blood relative of the minor)
- Marriage Certificate (if applicable and not included in the Home Study)
- Divorce Decree(s) (if applicable)
- Home Study (unless waived by the court because the petitioner is a relative of the child or the spouse or domestic partner of the child's parent)
- Documents related to Parent 1 (if applicable):
  - If Parent 1 is deceased, a copy of the death certificate
  - If Parent 1's rights have been previously terminated or surrendered and released, a copy of that order

**ADA Notice:** The Maine Judicial Branch complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation, contact the Court Access Coordinator, [accessibility@courts.maine.gov](mailto:accessibility@courts.maine.gov), or a court clerk.

**Language Services:** For language assistance and interpreters, contact a court clerk or [interpreters@courts.maine.gov](mailto:interpreters@courts.maine.gov).

MAINE JUDICIAL BRANCH

- Documents related to Parent 2 (if applicable):
  - If Parent 2 is deceased, a copy of the death certificate
  - If Parent 2's rights have been previously terminated or surrendered and released, a copy of that order
- VS-9** Certificate of Adoption, with numbers 1-62 completed (numbers 63-67 to be completed by clerk after final hearing)
- CJIS Fingerprint/Background Check Results**

***If a licensed child-placing agency has assisted in placing the child for adoption:***

- Background and history of the adoptee

***If a responding parent is consenting to the adoption, lives outside the state of Maine, and cannot appear in person at the adoption hearing:***

- AD-006** Consent of Parent to Adoption Outside Maine

***If the Indian Child Welfare Act applies to the case:***

- AD-029** Statement Regarding Tribal Affiliation
- Copy of notice of adoption petition and TPR petition (if applicable) sent to the child's parents or Indian custodian and the tribe **with any return receipt/proof of service**

**Additional requirements to be completed at the final hearing (if applicable):**

- AD-005** Consent of Parent to Adoption (must be signed in front of the judge)
- AD-004** Consent of Person (12 Years Old or More) to be Adopted (must be signed in front of the judge)
- FM-052** Federal Affidavit (only if a responding parent does not appear at the final hearing)

**PLEASE NOTE:** If the court issues an adoption decree after the final hearing, the clerk will send the court order and the completed VS-9 form to the petitioning party. **The petitioning party must then mail the completed VS-9 form with a \$60 check or money order payable to Treasurer, State of Maine to:**

Department of Health and Human Services  
Maine Center for Disease Control and Prevention  
220 Capitol Street  
11 State House Station  
Augusta, Maine 04333-0011

**ADA Notice:** The Maine Judicial Branch complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation, contact the Court Access Coordinator, [accessibility@courts.maine.gov](mailto:accessibility@courts.maine.gov), or a court clerk.

**Language Services:** For language assistance and interpreters, contact a court clerk or [interpreters@courts.maine.gov](mailto:interpreters@courts.maine.gov).