

# **2016 APAAC ANNUAL SUPPORT STAFF CONFERENCE**

July 8, 2016  
Prescott Resort & Conference Center  
Prescott, Arizona



## **ADOPTION: Helping Form Families**

Presented By:

**Kara Crosby**  
Deputy County Attorney  
Pima County Attorney's Office

Distributed By:

**ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL**  
1951 West Camelback Rd., Suite 202  
Phoenix, Arizona 85015

# ADOPTIONS

Kara Crosby  
Pima County Attorney's Office  
kara.crosby@pcao.pima.gov  
(520) 724-9883

---

---

---

---

---

---

---

---

Adoption Statutes are found under  
Arizona Revised Statutes, Title 8,  
Articles 1-4

---

---

---

---

---

---

---

---

## How is the County Attorney Involved in Adoptions?

*A. The county attorney of the county in which the prospective adoptive parent resides, or, if applicable, the county where the child is a ward of the court, on application of the person or persons seeking adoption, shall prepare the adoption petition and act as attorney without expense to the prospective adoptive parent. If an adoption is made through an adoption agency licensed pursuant to this title, the agency shall prepare the petition for adoption and shall submit it to the county attorney. If the petition is contested the county attorney, with the consent of the court, may withdraw from further representation of any party to the proceeding and the prospective adoptive parent shall employ counsel.*

A.R.S. 8-127

---

---

---

---

---

---

---

---

8. Notwithstanding the provisions of subsection A of this section, the county attorney:

- 1. Shall not prepare a petition or act as the attorney for a prospective adoptive parent seeking adoption pursuant to title 14, chapter 8 (Adult Adoption).
- 2. Is not required to act as an attorney for the prospective adoptive parent concerning the enforcement or modification of an agreement entered into pursuant to section 8-116.01.

---

---

---

---

---

---

---

---

**Definitions**

- "Agency" or "Adoption Agency" means a person other than the division licensed by the division to place children for adoption, including an attorney or law firm.
- "Agency placement adoption" means an adoption proceeding in which one or more of the requisite consents are given to an agency pursuant to section 8-107, (D)(1).
- "Child" means any person under eighteen years of age.

---

---

---

---

---

---

---

---

- "Direct placement adoption" means an adoption proceeding in which one or more of the requisite consents are given to a particular person pursuant to section 8-107(D)(2).
- "Division" means the department of child safety.
- "Petitioner" includes both petitioners under a joint petition.

A.R.S. 8-101

---

---

---

---

---

---

---

---

**Most Common Types of Adoptions Done by Pima County Attorney's Office**

- Step-parent
- DCS – dependency cases
- Consent/Private Adoptions
- Foreign Adoptions

---

---

---

---

---

---

---

---

**Who Can Be Adopted?**

- A child or a foreign-born person who is twenty-one years of age or less and who is not an illegal alien who is present within this state at the time the petition for adoption is filed. A.R.S. 8-102
- A child is a person under eighteen years of age. A.R.S. 8-101(4)
- If a child is under 18 at the time the petition is filed, the court retains jurisdiction for purposes of entering an order of adoption, even if the child turns 18 during the court process. A.R.S. 8-102.01

---

---

---

---

---

---

---

---

**Who Can Adopt?**

- Any adult resident of this state
- Whether they are married, unmarried or legally separated
- A husband and wife may jointly adopt children
- A same sex couple that is married qualifies under our court as appropriate to adopt

A.R.S. 8-103

---

---

---

---

---

---

---

---

**Where can a petitioner adopt?**

A petitioner may begin adoption proceedings in the court in the county where the prospective adoptive parent resides or, if applicable, in the county where the child is a ward.

A.R.S. 8-104

---

---

---

---

---

---

---

---

**Preadoption Certification; Investigation**

- ▶ Before any prospective adoptive parent may petition to adopt a child the person shall be certified by the court as acceptable to adopt children. A certificate shall be issued only after an investigation conducted by an officer of the court, by an agency or by the division. A written application for certification shall be made directly to the court, to an agency or to the division, in the form and content required by the court, agency or division.
- ▶ The division is not required to accept every application for certification.
- ▶ Certification is *not* required if the prospective adoptive parent is the spouse of the birth or legal parent, or is an uncle, aunt, adult sibling, grandparent or great-grandparent.

A.R.S. 8-105

---

---

---

---

---

---

---

---

**Petition and Hearing for Temporary Custody Where Petitioner is *Not* Certified**

- ▶ A person who is not currently certified as acceptable to adopt but who has custody of a child who the person intends to adopt shall petition the court for an order permitting that person to keep custody of the child pending certification.
- ▶ Petition for Temporary Custody shall be filed within five days after the person obtains custody of the child.
- ▶ A hearing will be held within ten days after the petition is filed.

---

---

---

---

---

---

---

---

### Petition and Hearing for Temporary Custody Where *Petitioner is Not Certified* cont...

- The child shall attend the hearing (except for good cause shown).
- The burden is on the petitioner to show that permitting custody is in the child's best interest.
- If the court permits the person to continue to have custody of the child, the court shall order the investigation for preadoption certification and report to continue
- If an application for certification has not been filed before the hearing, the court shall order that an application for certification be filed within thirty days after the hearing date.

---

---

---

---

---

---

---

---

### What to Include in the Petition for Temporary Custody

- That your Petitioner presently has physical custody of the child
- Date of birth of the child
- When Petitioner(s) gained physical custody
- The names of the parents of the child
- That the Petitioner do intend to petition for the adoption of the child upon certification
- That Petitioners are not currently certified
- Petitioners are fit and proper persons to have custody pending certification and it is in the best interest of the child that Petitioners be permitted custody

A.R.S. 8-108

---

---

---

---

---

---

---

---

### Petition for Temporary Custody Affidavit

- Date obtained custody
- How the child is available for adoption
- That no proceedings in the home has ever been convicted of a felony, a sex offense or any charge involving child abuse or child neglect
- That no proceedings in home is currently under indictment or investigation for any felony, any sex offense, or any charge involving child abuse or child neglect
- That Petitioner have never been denied a request for the custody of a child, a request for adoption to adopt, or a request to adopt a child
- That no one in the home has ever had a child removed from their custody by the police, a child protective agency, or the court
- That no one in the home has ever been the subject of an investigation involving the alleged abuse or neglect of a child
- That no one in home has ever been party to a dependency or severance action
- That Petitioner are not aware of any other court proceedings which have involved the child

---

---

---

---

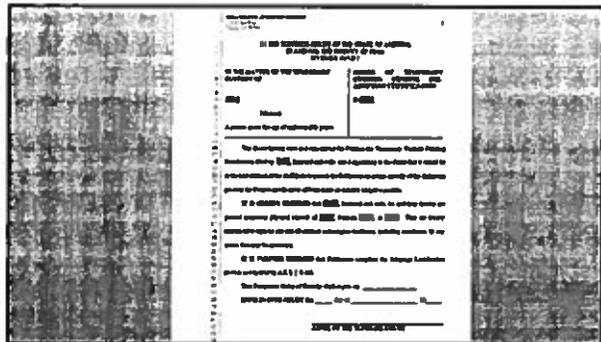
---

---

---

---






---

---

---

---

---

---

---

---

---

---

**A Petition for Temporary Custody is Not Required in the Following Situations**

- Petitioner is spouse of a birth parent
- Petitioner is an uncle, aunt, adult sibling, grandparent or great grandparent of the child of the whole or half-blood or by marriage
- Petitioner is currently certified as acceptable to adopt
- If custody of the child has been given or is to be given to an agency or to the division or to a licensed or certified foster home
- Petitioner is currently the court appointed guardian of the child

A.R.S. 9-106

---

---

---

---

---

---

---

---

---

---

**What Happens to Get a Case Started in Our Office?**

- Agency or Adoption Office of the court sends us a packet that should include all information necessary to start the Petition process. Ideally we have already provided the agency with a check sheet that they fill out with all the information we need in order to be able to type the petition
- Packet should include all background information
- We then type the Petition for Adoption and the Order based on the information on the check sheet
- The agency sends us the packet and then we send a letter to the family when the packet is complete, telling them to contact us to review and sign the petition
- We then set an appointment with the family to come and review/sign the paperwork. Both parents (if applicable) and any child over 12 must attend the appointment

---

---

---

---

---

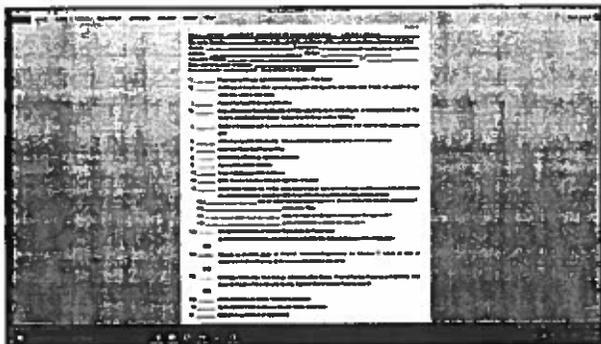
---

---

---

---

---



---

---

---

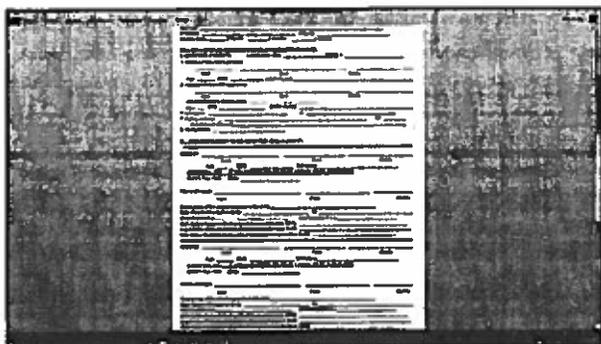
---

---

---

---

---



---

---

---

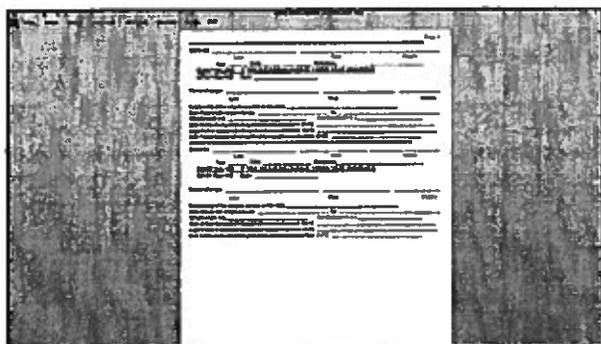
---

---

---

---

---



---

---

---

---

---

---

---

---

**Plano County Attorney's Office**  
 Attorney General of the State of Georgia  
 10000 Old Peachtree Road  
 Suite 1000  
 Atlanta, Georgia 30339-4001  
 Phone: 404.769.4000  
 Fax: 404.769.4001  
 www.plano.ga.gov

**Barbara Laffin**  
 Executive Director

**PLANO COUNTY**

**IN ADOPTION**

This form is only valid for Petition for Adoption. It is not to be used for other purposes. Please do not use this form for any other purpose. If you are unsure of what to do, please call the County Attorney's Office at 404.769.4000.

**PLANO COUNTY**  
 Attorney General  
 The County Attorney's Office

---

---

---

---

---

---

---

---

---

---

- Once the Petition and Order (among other paperwork) are typed up, the parents come in to review/sign the paperwork.
- We have them review the information for accuracy and if whatever is incorrect and then have them sign:
  - Petition
  - Consent
  - Certificate of Adoption - this is usually filed out by the Agency ahead of time - and if you would have to do it have the parent sign it
- These items must be witnessed - of but the certificate of adoption
- We then file a packet with the Court to include the above documents as well as background checks, fingerprint information, notice of hearing, certification, home study, consent, severance, and placement agreement - we include an Adoption Cover Sheet on the front of the packet when we file it. This is also when you would file the Notice of Hearing. We do not include the Order of Adoption or the Certificate of Adoption in the packet. These are given to the Judge and the Clerk of the hearing.
- The packet goes to the clerk first; they file the original and conform two copies. The conformed copies are returned to us - we keep one and send one to the agency

---

---

---

---

---

---

---

---

---

---

**PLANO COUNTY**

**IN ADOPTION**

**PLANO COUNTY**  
 Attorney General  
 The County Attorney's Office

**PLANO COUNTY**  
 Attorney General  
 The County Attorney's Office

---

---

---

---

---

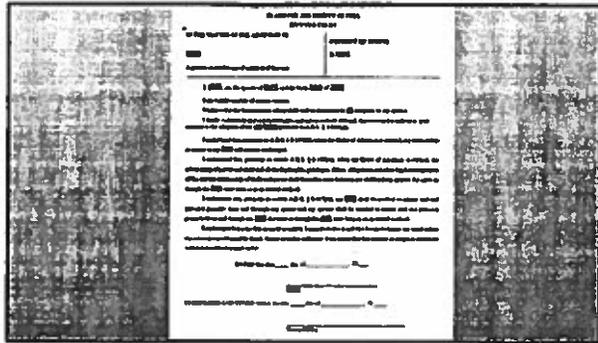
---

---

---

---

---




---

---

---

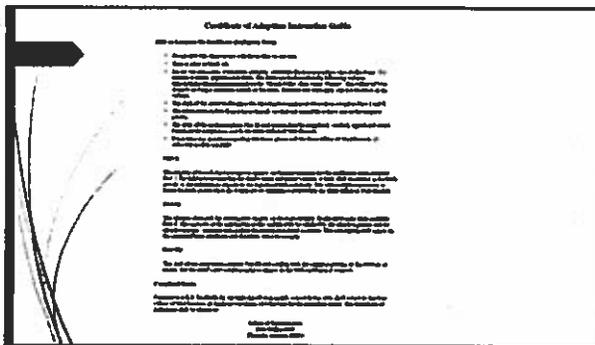
---

---

---

---

---




---

---

---

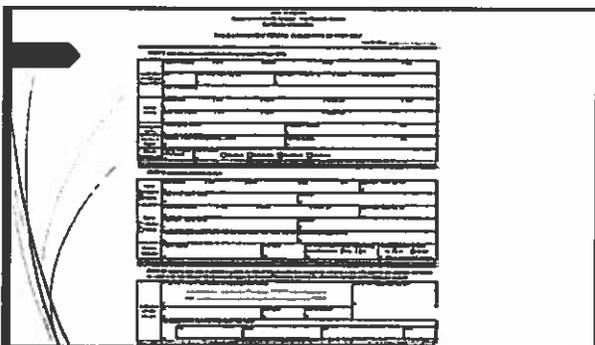
---

---

---

---

---




---

---

---

---

---

---

---

---

**Agreements Regarding Communications**

- The parties to an adoption may enter into an agreement regarding communication with a child adoptee, the adoptive parents and a birth parent
- The agreement must be in writing and approved by the court to be enforceable

A.R.S. 8-116.01

---

---

---

---

---

---

---

---

**Filing a Petition:  
Who can file a Petition?**

- The potential adoptive parent or parents, an agency or the division may file a petition to adopt.
- The County Attorney's Office has authority to file petitions pursuant to A.R.S. 8-127
- If the petition is contested, the county attorney may withdraw from further representation with the consent of the court

A.R.S. 8-109 and A.R.S. 8-127

---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---

**Filing a Petition:**  
**What must the petition specify?**

- The full name, age and place of residence of the prospective adoptive parent and if married, the date and place of marriage and the relationship if any to the child.
- That a certificate of acceptability to adopt has been issued in favor of the prospective adoptive parent and the date of its issuance or the reason preadoption certification is not required
- The date when the prospective adoptive parent acquired custody of the child and from what person or agency, or, if not in custody, the present custodial circumstances
- The date and place of birth of the child

---

---

---

---

---

---

---

---

- The name of the child or the fictitious name to be used in the proceedings and, if a change of name is desired, the name change
- That it is the desire of the prospective adoptive parent to adopt the child
- A full description and statement of the value of all property owned or possessed by the child
- If the child being adopted is a ward of the court, that written consent to adopt has been given by the division or the agency that has been given custody of the ward or any reason that consent need not be given
- Full disclosure of any fees or anything of value given or paid to any person or organization in connection with the adoption of the child
- Any written consent required by this article may be attached to the petition or may be filed after the filing of the petition or before the hearing

A.R.S. 8-109

---

---

---

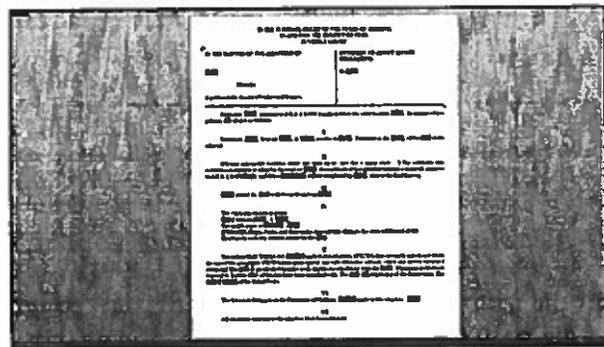
---

---

---

---

---




---

---

---

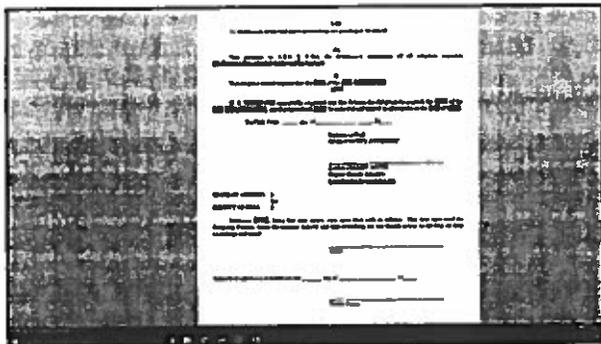
---

---

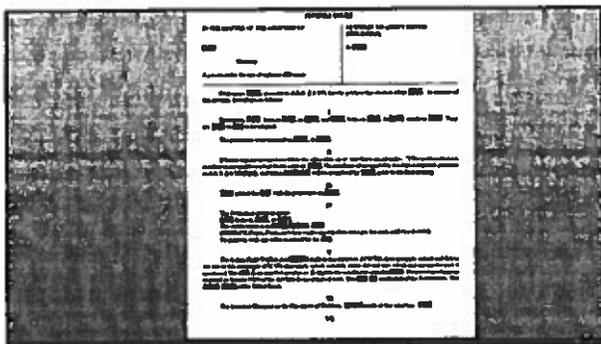
---

---

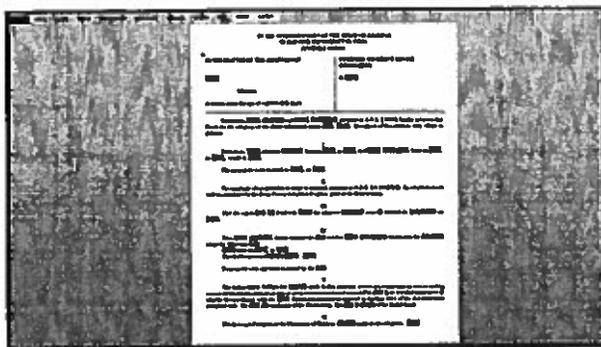
---



Horizontal lines for writing, corresponding to the first document image.



Horizontal lines for writing, corresponding to the second document image.



Horizontal lines for writing, corresponding to the third document image.

### Indian Child Welfare Act 25 U.S.C. §§ 1901-63

- The purpose of the Indian Child Welfare Act is to protect the best interests of Indian children and to promote the stability and security of Indian tribes and families.
- Accordingly, ICWA establishes Federal standards for the removal of Indian children from their families and the placement of such children in foster or adoptive homes which will reflect the unique values of Indian culture.
- There are two prerequisites to determining whether ICWA applies:
  - Is this a child custody proceeding?
  - Is the child an Indian child?

---

---

---

---

---

---

---

---

---

---

### Indian Child Welfare Act 25 U.S.C. §§ 1901-63

- Child Custody proceeding involves foster care placements, termination of parental rights, pre-adoptive and adoptive placements.
- An Indian Child is an unmarried person under the age of 18 and is either a member of an Indian tribe or is eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.
- If ICWA applies, the tribe has the right to have the proceeding transferred to tribal court, or it can allow the state court to maintain jurisdiction. If the tribe allows the state court to maintain jurisdiction, the tribe can intervene and fully participate in the state proceedings or challenge a completed proceeding.
- There are preferences for where an Indian child should be placed - with regard to an adoptive placement, preference is to place with a member of his extended family, then other members of the tribe or other Indian families, and finally other "less restrictive" options.

---

---

---

---

---

---

---

---

---

---

### Indian Child Welfare Act 25 U.S.C. §§ 1901-63

- If an Indian parent wants to consent to termination of his or her parental rights to allow another adult to adopt, the consent *must be in writing, before a judge, and include a certificate that the terms and consequences of the consent were fully explained and understood by the parent or custodian. The consent can be withdrawn any time prior to the final termination or adoption.*

---

---

---

---

---

---

---

---

---

---





**Consent; Attorneys; Affidavits**

- Subsection A: A consent to adoption of a child shall not be granted to an agency unless the agency is licensed to place children for adoption under this article. A consent may be granted to the division, which is exempt from licensure. An agency of the division may conduct both agency placement adoptions and direct placement adoptions. An agency placement adoption shall only be made by an agency or the division, A.R.S. 8-130(A)
- Subsection B: Except as provided in subsection C, a person shall not do any of the following unless the person is employed or engaged by and acting on behalf of a licensed adoption agency:
  - Solicit or accept employment or engagement, for compensation, by or on behalf of a parent or guardian for assistance in the placement of a child for adoption
  - Solicit or accept employment or engagement, for compensation, by or on behalf of any person to locate or obtain a child for adoption

A.R.S. 8-130

---

---

---

---

---

---

---

---

---

---

**STATE OF ARIZONA**  
**DEPARTMENT OF CHILDREN, YOUTH & FAMILIES**  
**ADoption CONSENT AFFIDAVIT**

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_  
 A CHILD OF THE COUNTY OF \_\_\_\_\_

DOES HEREBY CERTIFY THAT \_\_\_\_\_  
 IS THE LEGAL PARENT OF THE CHILD AND THAT SHE HAS GIVEN HER CONSENT TO THE ADOPTION OF THE CHILD BY \_\_\_\_\_  
 AND THAT SHE HAS RECEIVED COUNSELING FROM A LICENSED ADOPTION COUNSELOR AND UNDERSTANDS THE CONSEQUENCES OF HER ACTION.

WITNESSED MY HAND AND SEAL OF OFFICE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 LICENSURE SUPERVISOR

---

---

---

---

---

---

---

---

---

---

**The Court Shall Hold the Hearing on the Petition:**

- Within sixty days if the child has resided in the home of the prospective adoptive parent or parents for at least one year immediately preceding the filing of the petition for adoption, if the prospective adoptive parent is the stepparent of the child, this requirement applies only if the stepparent has been married to the birth or legal parent of the child for at least one year.
- Within ninety days if the child is under three years of age or has resided in the home of the prospective adoptive parent or parents for at least six months preceding the filing of the petition for adoption, if the prospective adoptive parent is the stepparent of the child, this requirement applies only if the stepparent has been married to the birth or legal parent of the child for at least one year.

A.R.S. 8-113

---

---

---

---

---

---

---

---

---

---

**The Court Shall Hold the Hearing on the Petition:**

- In all other cases, within six months after the filing of the petition for adoption
- If the first two situations apply, the petitioner shall file a notification of that fact with the petition to adopt!
- The court shall hold an expedited hearing on a motion that is supported by a sworn affidavit that the expedited hearing is in the child's best interests and that any of the following is true:
  - The child is suffering from a chronically debilitating, progressive or fatal disease
  - A prospective adoptive parent, birth parent or legal parent is terminally ill
  - The court finds other compelling reasons relating to the special needs and welfare of the child to expedite the hearing

A.E.S. 9-112

---

---

---

---

---

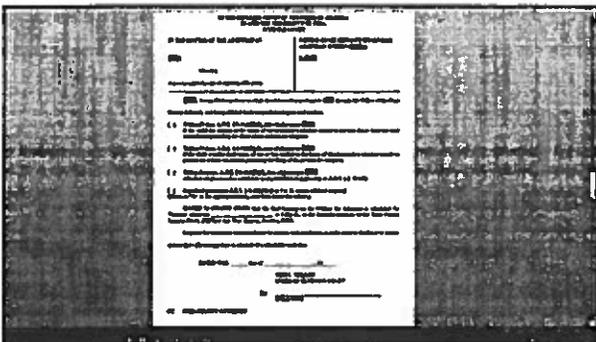
---

---

---

---

---




---

---

---

---

---

---

---

---

---

---




---

---

---

---

---

---

---

---

---

---

**Notice of Hearing**

- After a petition to adopt has been filed, the clerk of the superior court shall set a time and place for a hearing by the court. Notice shall be as provided for the service of process in civil actions to:
  - The petitioner
  - The agency, if any
  - The person or agency conducting the social study required by section 8-122
  - Any person or agency required to give consent by section 8-106 unless consent with a waiver of notice of hearing has been filed before the hearing
  - Any person who has initiated a paternity action pursuant to Title 25, chapter 6, article 1

A.R.S. 8-111

---

---

---

---

---

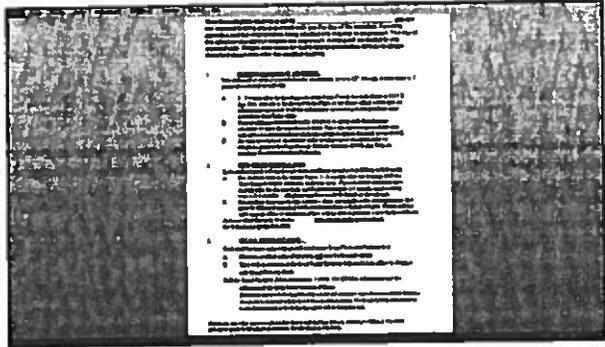
---

---

---

---

---




---

---

---

---

---

---

---

---

---

---

**Perpetuation of Testimony**

- Sometimes there are situations where the family is not going to be available for the Adoption Hearing and their testimony regarding the Petition must be preserved
- At the perpetuation hearing, the petitioner (and anyone not available for the hearing) must be present; the attorney will essentially ask them the same questions asked at a normal adoption hearing, but will phrase it "at the time of the adoption hearing"
- At the perpetuation hearing testimony is preserved by a court reporter and a transcript is prepared for the final hearing. The court will then hold the final adoption hearing without the family and make findings based on the information in the transcript

---

---

---

---

---

---

---

---

---

---



- Any other information that is pertinent to the adoption proceedings
- The social study is part of the case file and shall contain a definite recommendation for or against the proposed adoption and the reasons for that recommendation
- The social study shall consult only of the results of the state and federal criminal records check and the central registry records check if either of the following is true:
  - The adoptive parent is the child's stepparent who has been legally married to the child's birth or legal parent for a least one year and the child has resided with the stepparent and parent for at least six months
  - The prospective adoptive parent is the child's adult sibling, by the whole or half blood, or the child's aunt, uncle, grandparent or great-grandparent and the child has resided with the prospective adoptive parent for at least six months

A.R.S. 8-112

---

---

---

---

---

---

---

---

### Monies Paid to or for Parent

- The court may approve any monies paid to a parent of a child placed for adoption to another person for the benefit of the parent or adopted child for reasonable and necessary expenses incurred in connection with the adoption. These expenses may include cash for medical and hospital care and examinations for the mother and child, counseling fees, legal fees, agency fees, living expenses and any other cash the court finds reasonable and necessary.
- A person who wishes to pay the living-expenses of a birth parent that exceed \$1000 shall file a motion with the court to permit that payment

A.R.S. 8-114

---

---

---

---

---

---

---

---

### Monies Paid to or for Parent

- Not fewer than ten days before a petition to adopt a child is heard, the prospective adoptive parent shall file a verified accounting in the form specified by court rules of all fees, payments, disbursements or commitments of anything of value made or agreed to be made by the prospective adoptive parent or for the benefit of the prospective adoptive parent in connection with the adoption. The accounting shall include all living expenses, including living expenses advanced pursuant to subsection B for which a motion is not required, and shall be accompanied by an affidavit that is signed by the birth mother, either before or after the birth of the child, that writes that she has been given written notice and that she understands that the payment of these expenses does not obligate her to place her child for adoption and if at the may give a valid consent to the adoption only after the child's birth without regard to any cost or expense paid by any person in connection with the adoption. This subsection does not apply to an agency placement adoption or to a direct placement adoption made through an agency.
- This section does not apply to an adoption by a stepparent whose spouse is a natural or adoptive parent of the child

A.R.S. 8-114

---

---

---

---

---

---

---

---



### Adoption Hearing

- The court shall hold a hearing in as informal a manner as the requirements of due process and fairness permit
- The prospective adoptive parent, the spouse of a prospective adoptive parent and the child to be adopted shall attend unless the court orders otherwise
- Only persons who have a direct interest in the case are allowed to attend the hearing (includes family and friends)
- The court shall make its findings based on a preponderance of the evidence; the court may consider any and all reports required by this article or ordered by the court

A.R.S. 8-115

---

---

---

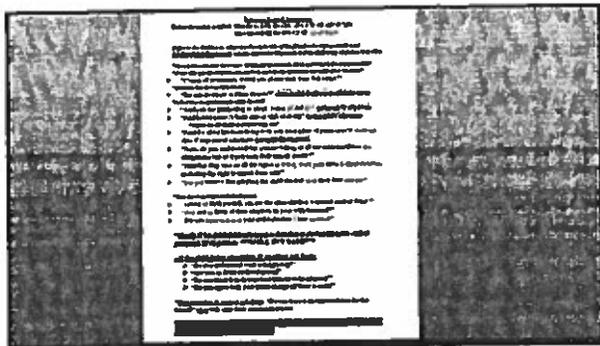
---

---

---

---

---




---

---

---

---

---

---

---

---

### Court's Order

- After the hearing and after considering all the evidence, if the court is satisfied that the requirements of this article have been met and that the adoption is in the best interests of the child, the court shall order the adoption. The order may change the name of the child to that of the adoptive parent or parents. The written order shall include the findings of fact on which it based its order, including the court's jurisdiction and the date and place of birth of the child being adopted based on the best available evidence

A.R.S. 8-116

---

---

---

---

---

---

---

---



### Dismissal After Death

- In the event of the death of the petitioner, the petition for adoption shall be dismissed, except where there are two petitioners and one of the petitioners dies the proceeding shall continue unless withdrawn by the surviving petitioner

A.R.S. 9-119

---

---

---

---

---

---

---

---

### Adoption Records

- All files, records, reports and other papers compiled under this article, whether filed in or in possession of the court, an agency or any person or association, shall be withheld from public inspection
- Such files, records, reports and other papers may be open to inspection by persons and agencies having a legitimate interest in the case and their attorneys and by other persons and agencies having a legitimate interest in the protection, welfare or treatment of the child if so ordered by the court
- Except for files that belong to an attorney, all files, records, reports and other papers not filed in or in the possession of the court shall not be destroyed until after a ninety-nine year period. The files that belong to an attorney shall not be destroyed until after a seven-year period

A.R.S. 9-120

---

---

---

---

---

---

---

---

### Financial Hardship

- The court, an agency or the division may voluntarily defer, waive or reduce any fee if payment of the fee would cause a hardship to the adoptive parent or would be detrimental to the welfare of the adoptive child

A.R.S. 9-122

---

---

---

---

---

---

---

---

### Irregularities

- After one year from the date the adoption decree is entered, any irregularity in the proceeding shall be deemed cured and the validity of the decree shall not thereafter be subject to attack on any such ground in any collateral or direct proceeding

A.R.S. 8-123

---

---

---

---

---

---

---

---

### Violation

- A person who knowingly violates any provision of this article is guilty of a class 6 felony.
- YIKES!!!

A.R.S. 8-128

---

---

---

---

---

---

---

---

### Putative Father Registry

- A putative father is a person who claims to be the father of a child and wants to establish paternity. This person also wants to receive notices of any adoption proceedings concerning the child
- A putative father shall file notice of a claim of paternity and of his willingness and intent to support the child to the best of his ability with the state registrar of vital statistics in the department of health service.
- The registry serves two purposes:
  - Enables a putative father to notify interested parties of his claim of paternity so that he can receive notice of any proposed adoption proceedings
  - Protects the security and stability of adoptions
- A putative father who files a Notice of Claim of Paternity before the birth of a child or within 30 days after the birth of a child is entitled to receive notice of any judicial hearing regarding the child's adoption

A.R.S. 8-106.01

---

---

---

---

---

---

---

---

### Putative Father Registry

- A putative father who does not file a notice of a claim of paternity as required under this section waives his right to be notified of any judicial hearing regarding the child's adoption and his consent to the adoption is not required, unless he proves, by clear and convincing evidence that it was not possible for him to file a notice of a claim of paternity within the period of time specified or he filed a notice of a claim of paternity within thirty days after it became possible for him to file
- Lack of knowledge of the pregnancy is not an acceptable reason for failure to file (the fact that the putative father had sexual intercourse with the mother is deemed to be notice to the putative father of the pregnancy)

A.R.S. §10401

---

---

---

---

---

---

---

---

Vital records will not issue a new birth certificate for foreign-born children unless the child was adopted in that country prior to coming to the United States.

---

---

---

---

---

---

---

---

Additional forms that are included in the forms directory that may be helpful to you:

---

---

---

---

---

---

---

---





## **LIST OF ADOPTION FORMS/APPLICATIONS/MOTIONS/ORDERS**

1. Petition to Adopt Minor Child(ren)
2. Two Parent Petition to Adopt Minor Child(ren)
3. Step Parent Petition to Adopt Minor Child(ren)
4. Affidavit in Support of Expedited Hearing Child Under Six Months
5. Affidavit of Certified Mailing (Pursuant to ICWA)
6. Affidavit of Compliance (by Agency)
7. Affidavit of Compliance
8. Affidavit of Compliance (by County Attorney)
9. Pima County Attorney Adoption Petition Request and Cover Letter
10. Amended Notice of Hearing Petition for Adoption
11. Birth Mother's Affidavit
12. Certificate of Adoption Correction Letter
13. Certificate of Adoption Instruction Guide and Certificate of Adoption
14. Adoption Check List
15. Consent of Spouse
16. Final Summary Example
17. ICPC and ICWA Petition Wording
18. ICWA Info Worksheet
19. Instructions for Birth Certificate, Certified Orders and Social Security
20. Letter to Parents, Mailed with NOH
21. Motion to Amend Final Order
22. Motion and Order for Waiver of Written Report
23. Order for Social Study
24. PASCUA Final Order
25. Motion to Expedite Adoption Hearing and Order (Perpetuate Testimony)
26. Adoption Petition Cheat Sheet
27. Petition Complete Letter to Parents
28. SPANISH Birth Certificate, Certified Orders and Social Security  
Instructions
29. Temporary Custody Pending Certification
30. Temporary Custody Pending Certification
31. TOHONO Final Order of Adoption
32. Adoption Script and Instructions

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

PETITION TO ADOPT MINOR  
CHILD(REN)

B-

Minor(s).

A person under the age of eighteen (18) years.

Petitioner, \_\_\_\_\_, pursuant to A.R.S. § 8-109, hereby petition this court to adopt \_\_\_\_\_. In support of this petition, she alleges as follows:

I.  
Petitioner, \_\_\_\_\_, born on \_\_\_\_\_, in \_\_\_\_\_, resides at \_\_\_\_\_. Petitioner is the \_\_\_\_\_, of the child to be adopted.

II.  
[Choose appropriate sentence delete the other up to "and that a social study..."] The petitioner was certified as acceptable to adopt by the court on \_\_\_\_\_, No certificate of acceptability to adopt is required, pursuant to A.R.S. § 8-105(N)(1), and that a social study will be completed by \_\_\_\_\_, prior to the final hearing.

III.  
\_\_\_\_\_ placed the child with the petitioner on \_\_\_\_\_.

IV.  
The Petitioner desires to adopt:  
\_\_\_\_\_ born on \_\_\_\_\_, in \_\_\_\_\_.  
The child's name is to remain: \_\_\_\_\_.  
**(UNLOCK, Copy, Paste, and then make appropriate changes for each additional child)**  
No property with any value is owned by the child.

V.  
The Indian Child Welfare Act does not apply in this adoption. [if ICWA does not apply unlock and delete the rest of this paragraph/ if ICWA does apply unlock and only delete this red text, relock and answer the next 4 questions] The child is an enrolled member or is eligible for enrollment with the \_\_\_\_\_. Placement preferences required in Section 1915 of the Act have been complied with. The child is a resident(s) of the Reservation. The child is a ward of the Tribal Court.

VI.  
The Interstate Compact on the Placement of Children does not apply to this adoption.

VII.  
All necessary consents to the adoption have been obtained.

VIII.

No termination of parental rights proceedings are pending or on appeal.

IX.

That pursuant to A.R.S. § 8-114, the Petitioner's accounting of all adoption expenses is not required, because no expenses were incurred..

X.

That adoptive parent requests that the name of the child be changed to:

IT IS THEREFORE respectfully requested that this Petition for Adoption be granted, the name of the child be legally changed, and that henceforth be regarded and treated in all respects as the child of .

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Barbara LaWall  
PIMA COUNTY ATTORNEY

\_\_\_\_\_  
KARA CROSBY, #64763  
Deputy County Attorney  
[Kara.Crosby@pcao.pima.gov](mailto:Kara.Crosby@pcao.pima.gov)

STATE OF ARIZONA )  
                                  )ss.  
COUNTY OF PIMA )

Petitioner, \_\_\_\_\_, being first duly sworn, state upon their oath as follows: That they have read the foregoing Petition, know the contents thereof, and that everything set out therein is true to the best of their knowledge and belief.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**PETITION APPROVAL OF ADOPTION  
EXPENSES**

B-

Minor(s).

A person under the age of eighteen (18) years.

I, the adoptive parent, \_\_\_\_\_, do petition the court for an order approving the adoption expenses.

I do swear that the exhibit of expenses filed with this petition for approval of the adoption expenses is a correct and true accounting of the expenses and costs I have incurred and paid or will pay in this adoption.

RESPECTFULLY SUBMITTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

STATE OF ARIZONA    )  
                                  )ss.  
COUNTY OF PIMA    )

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**ORDER FOR APPROVAL OF ADOPTION  
EXPENSES**

B-

Minor(s).

A person under the age of eighteen (18) years.

The court having reviewed the prospective adoptive parent, \_\_\_\_\_, Petition for Approval of Adoption Expenses and the exhibit attached thereto for reasonableness and necessity, allows the fees, payments, disbursements and commitments shown in their accounting, with the following exceptions:

---

---

---

---

---

---

---

---

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE OF THE SUPERIOR COURT

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AFFIDAVIT OF COMPLIANCE BY  
COURT ATTORNEY**

B-

Minor(s).

A person under the age of eighteen (18) years.

---

COMES NOW, the Pima County Attorney, BARBARA LAWALL, by and through her Deputy, as counsel for the adoptive parent, \_\_\_\_\_, in the above-referenced matter, and pursuant to A.R.S. § 8-130, being first duly sworn upon oath, deposes and says that she represents adoptive parent and that to the best of her knowledge, information, and belief, that the provisions of A.R.S. § 8-130 (A) and (B), A.R.S. § 8-114, and A.R.S. § 8-129 have been complied with.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Barbara LaWall  
PIMA COUNTY ATTORNEY

---

KARA CROSBY, #64763  
Deputy County Attorney  
[Kara.Crosby@pcao.pima.gov](mailto:Kara.Crosby@pcao.pima.gov)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**NOTICE OF HEARING PETITION FOR  
ADOPTION WITHIN 60 Days**

Minor(s).

B-

A person under the age of eighteen (18) years.

\_\_\_\_\_, having filed a petition to adopt the above referenced minor child through the Office of the Pima County Attorney, and being entitled to an adoption hearing on said petition;

- Within 60 days, A.R.S. § 8-113(D)(1), date of placement  
If the child has resided in the home of the prospective adoptive parent or parents for at least one year immediately preceding the filing of the petition for adoption.
- Within 90 days, A.R.S. § 8-113(D)(2), date of placement  
If the child is under three years of age or has resided in the home of the prospective adoptive parent or parents for at least six months preceding the filing of the petition for adoption.
- Within 6 months, A.R.S. § 8-113(D)(3), date of placement  
All other adoptions unless entitled to an expedited hearing pursuant to A.R.S. § 8-114(H):
- Expedited pursuant to A.R.S. § 8-113(H) (1 or 2 or 3), sworn affidavit required  
**(Place an "X" in the appropriate box, and then delete the others.)**

NOTICE IS HEREBY GIVEN that the final hearing on the Petition for Adoption is scheduled for Thursday afternoon \_\_\_\_\_ at 2:30p.m., in the Juvenile Division of the Pima County Superior Court, 2225 East Ajo Way, Tucson, Arizona, 85713.

Requests for reasonable accommodation for persons with disabilities must be made to the Court by parties at least three (3) working days in advance of a scheduled court date.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

TONI L. HELLON  
CLERK OF SUPERIOR COURT

By: \_\_\_\_\_  
Deputy Clerk

CC: PIMA COUNTY ATTORNEY



IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

ORDER OF ADOPTION

Minor(s).

B-

A person under the age of eighteen (18) years.

The Petition in the above matter having been filed within **60 Days**; the matter coming on regularly to be heard by the Court; the Petitioner, and the Pima County Attorney, BARBARA LAWALL by her Deputy KARA CROSBY, having appeared before the court; and the Court having heard the evidence, the Court finds as follows:

That at the time the Petition for Adoption herein was filed the adoptive parent, \_\_\_\_\_, and minor child, \_\_\_\_\_ were residents of Pima County, Arizona. **(NOTE: Change County, if needed.)**

The minor child being adopted is:

born on \_\_\_\_\_, in \_\_\_\_\_.

**(UNLOCK, Copy, Paste, and then make appropriate changes for each additional child)**

That pursuant to A.R.S. § 8-112, a social study was completed and the adoption was recommended.

That pursuant to A.R.S. § 8-106, all necessary consents have been filed with the Court and all interested or affected parties have been served with process in the manner provided by law.

That all of the allegations of the Petition are true; that all requirements of Article I, Chapter I, Title 8 of Volume 2, Arizona Revised Statutes have been met.

That the evidence establishes that it is in the best interest of the minor child to grant the adoption.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that pursuant to A.R.S. § 8-117, the Petition for Adoption be and hereby is granted and that from this date the legal relationship of parent and child shall exist between, \_\_\_\_\_, the adopting parent and, \_\_\_\_\_, the minor.

IT IS FURTHER ORDERED that hereafter said child shall assume and bear the name of:

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
JUDGE OF THE SUPERIOR COURT

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AFFIDAVIT OF MINOR CONSENT FOR  
ADOPTION**

B-

Minor(s).

A person under the age of eighteen (18) years.

1. I, \_\_\_\_\_, born on \_\_\_\_\_, want to be adopted by \_\_\_\_\_.
2. I understand that this means that \_\_\_\_\_ will become my legal Mother.
3. As part of this adoption I would like my name changed to:

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

# ADOPTION COVER SHEET

**Petition to Adopt**  
**KARA CROSBY**  
Pima County Attorney  
2235 E. Ajo Way  
Tucson, AZ 85713  
(520) 724-2991  
FAX (520) 724-9970  
Adoption Secretary 724-9631

**B-**

**CERTIFICATION/SOCIAL STUDY REPORT BY:**

- PCJCC Adoption Program
- Private Agency:
- St Nicholas:

HEARING DATE REQUESTED: \_\_\_\_\_

Date Filed: \_\_\_\_\_ By: Isela Tanzillo

**ADOPTIVE PARENT:**

**CHILD(REN)'S BIRTH NAME(S) (List All):**

**PLACEMENT DATE:**

Placed by:

**TYPE OF HEARING:**

FINAL ADOPTION HEARING:

Pursuant to A.R.S. § 8-113, Hearing shall be:

D(1) Within 60 days

**ADOPTIVE PARENTS RELATIONSHIP TO CHILD:**

- NOT RELATED
- Distant Relative, type:
- Grandparent/Great Grandparent/aunt/uncle/sibling
- ICWA -- Proper ICWA documentation required
- ICPC -- ICPC approval required

**Adoption Packet Filed By:**

the CA and included in this packet

the PCJCC adoption program

**Included in this packet:**

Notice of Hearing

Affidavit of Compliance

Agency Consent

Consent of Spouse (Note: for step-parent adoptions only)

Minor's Consent for adoption - for minor's 12 and older when adoption is completed

Order, Petition, Exhibit for Approval of Expenses

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

PETITION TO ADOPT MINOR  
CHILD(REN)

B-

Minor(s).

A person under the age of eighteen (18) years.

Petitioners, \_\_\_\_\_, pursuant to A.R.S. § 8-109, hereby petition this court to adopt \_\_\_\_\_. In support of this petition, they allege as follows:

I.

Petitioners, \_\_\_\_\_, born on \_\_\_\_\_, in \_\_\_\_\_, and \_\_\_\_\_, born on \_\_\_\_\_, in \_\_\_\_\_, reside at \_\_\_\_\_. They are \_\_\_\_\_ to child to be adopted.

The petitioners were married on \_\_\_\_\_, in \_\_\_\_\_.

II.

[Choose appropriate sentence delete the other other up to "and that a social study..."] The petitioners were certified as acceptable to adopt by the court on \_\_\_\_\_, No certificate of acceptability to adopt is required, pursuant to A.R.S. § 8-105(N)(1), and that a social study will be completed by \_\_\_\_\_, prior to the final hearing.

III.

\_\_\_\_\_ placed the child with the petitioners on \_\_\_\_\_.

IV.

The Petitioners desire to adopt:

\_\_\_\_\_ born on \_\_\_\_\_, in \_\_\_\_\_.

The child's name is to be changed to: \_\_\_\_\_.

**(UNLOCK, Copy, Paste, and then make appropriate changes for each additional child)**

No property with any value is owned by the child.

V.

The Indian Child Welfare Act does not apply in this adoption. [if ICWA does not apply unlock and delete the rest of this paragraph/ if ICWA does apply unlock and only delete this red text, relock and answer the next 4 questions] The child is an enrolled member or is eligible for enrollment with the \_\_\_\_\_. Placement preferences required in Section 1915 of the Act have been complied with. The child is a resident(s) of the Reservation. The child is a ward of the Tribal Court.

VI.

The Interstate Compact on the Placement of Children does not apply to this adoption.

VII.

All necessary consents to the adoption have been obtained.

VIII.

No termination of parental rights proceedings are pending or on appeal.

IX.

That pursuant to A.R.S. § 8-114, the Petitioner's accounting of all adoption expenses is not required, because no expenses were incurred.

X.

That adoptive parents request that the name of the child be changed to: \_\_\_\_\_.

IT IS THEREFORE respectfully requested that this Petition for Adoption be granted, the name of the child be legally changed, and that henceforth \_\_\_\_\_ be regarded and treated in all respects as the child of \_\_\_\_\_.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Barbara LaWall  
PIMA COUNTY ATTORNEY

\_\_\_\_\_  
KARA CROSBY, #64763  
Deputy County Attorney  
[Kara.Crosby@pcao.pima.gov](mailto:Kara.Crosby@pcao.pima.gov)

STATE OF ARIZONA    )  
                                  )ss.  
COUNTY OF PIMA    )

Petitioners, \_\_\_\_\_, being first duly sworn, state upon their oath as follows: That they have read the foregoing Petition, know the contents thereof, and that everything set out therein is true to the best of their knowledge and belief.

\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**PETITION FOR APPROVAL OF  
ADOPTION EXPENSES**

B-

Minor(s).

A person under the age of eighteen (18) years.

We, the adoptive parents, \_\_\_\_\_, do petition the court for an order approving the adoption expenses.

We do swear that the exhibit of expenses filed with this petition for approval of the adoption expenses is a correct and true accounting of the expenses and costs we have incurred and paid or will pay in this adoption.

RESPECTFULLY SUBMITTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

STATE OF ARIZONA    )  
                                  )ss.  
COUNTY OF PIMA    )

\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**ORDER FOR APPROVAL OF ADOPTION  
EXPENSES**

Minor(s).

B-

A person under the age of eighteen (18) years.

The court having reviewed the prospective adoptive parents, \_\_\_\_\_, Petition for Approval of Adoption Expenses and the exhibit attached thereto for reasonableness and necessity, allows the fees, payments, disbursements and commitments shown in their accounting, with the following exceptions:

---

---

---

---

---

---

---

---

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE OF THE SUPERIOR COURT

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AFFIDAVIT OF COMPLIANCE BY  
COUNTY ATTORNEY**

B-

Minor(s).

A person under the age of eighteen (18) years.

---

COMES NOW, the Pima County Attorney, BARBARA LAWALL, by and through her Deputy, as counsel for the adoptive parents, \_\_\_\_\_, in the above-referenced matter, and pursuant to A.R.S. § 8-130, being first duly sworn upon oath, deposes and says that she represents adoptive parents and that to the best of her knowledge, information, and belief, that the provisions of A.R.S. § 8-130 (A) and (B), A.R.S. § 8-114 and A.R.S. § 8-129 have been complied with.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Barbara LaWall  
PIMA COUNTY ATTORNEY

---

KARA CROSBY, #64763  
Deputy County Attorney  
[Kara.Crosby@pcao.pima.gov](mailto:Kara.Crosby@pcao.pima.gov)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**NOTICE OF HEARING PETITION FOR  
ADOPTION WITHIN 60 Days**

Minor(s).

B-

A person under the age of eighteen (18) years.

\_\_\_\_\_, having filed a petition to adopt the above referenced minor child through the Office of the Pima County Attorney, and being entitled to an adoption hearing on said petition;

- Within 60 days, A.R.S. § 8-113(D)(1), date of placement  
If the child has resided in the home of the prospective adoptive parent or parents for at least one year immediately preceding the filing of the petition for adoption.
- Within 90 days, A.R.S. § 8-113(D)(2), date of placement  
If the child is under three years of age or has resided in the home of the prospective adoptive parent or parents for at least six months preceding the filing of the petition for adoption.
- Within 6 months, A.R.S. § 8-113(D)(3), date of placement  
All other adoptions unless entitled to an expedited hearing pursuant to A.R.S. § 8-114(H):
- Expedited pursuant to A.R.S. § 8-113(H) (1 or 2 or 3), sworn affidavit required  
**(Place an "X" in the appropriate box, and then delete the others.)**

NOTICE IS HEREBY GIVEN that the final hearing on the Petition for Adoption is scheduled for Thursday afternoon \_\_\_\_\_ at 2:30p.m., in the Juvenile Division of the Pima County Superior Court, 2225 East Ajo Way, Tucson, Arizona, 85713.

Requests for reasonable accommodation for persons with disabilities must be made to the Court by parties at least three (3) working days in advance of a scheduled court date.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

TONI L. HELLON  
CLERK OF SUPERIOR COURT

By: \_\_\_\_\_  
Deputy Clerk

CC: PIMA COUNTY ATTORNEY

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

ORDER OF ADOPTION

Minor(s).

B-

A person under the age of eighteen (18) years.

The Petition in the above matter having been filed within **60 Days**; the matter coming on regularly to be heard by the Court; the Petitioner, and the Pima County Attorney, BARBARA LAWALL by her Deputy KARA CROSBY, having appeared before the court; and the Court having heard the evidence, the Court finds as follows:

That at the time the Petition for Adoption herein was filed the adoptive parents, \_\_\_\_\_, and minor child, \_\_\_\_\_, were residents of Pima County, Arizona. **(NOTE: Change County if needed.)**

The minor child being adopted is:

born on \_\_\_\_\_, in \_\_\_\_\_.

**(UNLOCK, Copy, Paste, and then make appropriate changes for each additional child)**

That pursuant to A.R.S. § 8-112, a social study was completed and the adoption was recommended.

That pursuant to A.R.S. § 8-106, all necessary consents have been filed with the Court and all interested or affected parties have been served with process in the manner provided by law.

That all of the allegations of the Petition are true; that all requirements of Article I, Chapter I, Title 8 of Volume 2, Arizona Revised Statutes have been met.

That the evidence establishes that it is in the best interest of the minor child to grant the adoption.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that pursuant to A.R.S. § 8-117, the Petition for Adoption be and hereby is granted and that from this date the legal relationship of parent and child shall exist between \_\_\_\_\_, the adopting parents and \_\_\_\_\_, the minor.

IT IS FURTHER ORDERED that hereafter said child shall assume and bear the name of:

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
JUDGE OF THE SUPERIOR COURT

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AFFIDAVIT OF MINOR CONSENT FOR  
ADOPTION**

B-

Minor(s).

A person under the age of eighteen (18) years.

1. I, \_\_\_\_\_, born on \_\_\_\_\_, want to be adopted by \_\_\_\_\_.
2. I understand that this means that \_\_\_\_\_ will become my legal Father and Mother.
3. As part of this adoption I would like my name changed to:

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**ADOPTION COVER SHEET**

**Petition to Adopt**  
**KARA CROSBY**  
Pima County Attorney  
2235 E. Ajo Way  
Tucson, AZ 85713  
(520) 724-2991  
Fax: 724-9970  
Adoption Secretary 724-9631

**CERTIFICATION/SOCIAL STUDY REPORT BY:**

- PCJCC Adoption Program
- Private Agency:
- St Nicholas:

**B-**

**ADOPTIVE PARENTS:**

**CHILD(REN)'S BIRTH NAME(S) (List All):**

**HEARING DATE REQUESTED:** \_\_\_\_\_

**PLACEMENT DATE:**

Date Filed: \_\_\_\_\_ By: Isela Tanzillo

Placed by:

**TYPE OF HEARING:**

- FINAL ADOPTION HEARING:
- Pursuant to A.R.S. § 8-113, Hearing shall be:  
 D(1) Within 60 days

**ADOPTIVE PARENTS RELATIONSHIP TO CHILD:**

- NOT RELATED
- Distant Relative, type:
- Grandparent/Great Grandparent/aunt/uncle/sibling
- ICWA -- Proper ICWA documentation required
- ICPC -- ICPC approval required

**Adoption Packet Filed By:**

- the CA and included in this packet
- the PCJCC adoption program

**Included in this packet:**

- Notice of Hearing
- Affidavit of Compliance
- Agency Consent
- Consent of Spouse (Note: for step-parent adoptions only)
- Minor's Consent for adoption - for minor's 12 and older when adoption is completed
- Order, Petition, Exhibit for Approval of Expenses

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**PETITION TO ADOPT MINOR  
CHILD(REN)**

B-

Minor(s).

A person under the age of eighteen (18) years.

Petitioners, \_\_\_\_\_, step father and \_\_\_\_\_, birth mother, pursuant to A.R.S. § 8-109, hereby petitions this Court for the adoption of the above referenced minor child, \_\_\_\_\_. In support of this petition, they allege as follows:

I.

Petitioners, \_\_\_\_\_, adoptive step father, born on \_\_\_\_\_, in \_\_\_\_\_, and \_\_\_\_\_, birth mother, born on \_\_\_\_\_, in \_\_\_\_\_, reside at \_\_\_\_\_.

The petitioners were married on \_\_\_\_\_, in \_\_\_\_\_.

II.

No certificate of acceptability to adopt is required, pursuant to A.R.S. § 8-105(N)(1). An adoption report will be completed by the Pima County Adoption Program, prior to the final hearing.

III.

That the minor child has lived with \_\_\_\_\_ the adoptive step father since he married the birth mother on \_\_\_\_\_.

IV.

That, \_\_\_\_\_, step father, desires to adopt the child and that \_\_\_\_\_, birth mother, desires that the step father adopt the following child:

\_\_\_\_\_ born on \_\_\_\_\_, in \_\_\_\_\_.

The child's name is to be changed to: \_\_\_\_\_.

No property with any value is owned by the child.

V.

The Indian Child Welfare Act does not apply in this adoption. ~~[if ICWA does not apply unlock and delete the rest of this paragraph/ if ICWA does apply unlock and only delete this red text, relock and answer the next 4 questions]~~ The child is an enrolled member or is eligible for enrollment with the \_\_\_\_\_. Placement preferences required in Section 1915 of the Act have been complied with. The child is a resident(s) of the Reservation. The child is a ward of the Tribal Court.

VI.

The Interstate Compact on the Placement of Children does not apply to this adoption.



IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AFFIDAVIT OF COMPLIANCE BY  
COUNTY ATTORNEY**

B-

Minor(s).

A person under the age of eighteen (18) years.

---

COMES NOW, the Pima County Attorney, BARBARA LAWALL, by and through her Deputy, as counsel for the adoptive parents, \_\_\_\_\_, in the above-referenced matter, and pursuant to A.R.S. § 8-130, being first duly sworn upon oath, deposes and says that she represents adoptive parents and that to the best of her knowledge, information, and belief, that the provisions of A.R.S. § 8-130 (A) and (B), A.R.S. § 8-114 and A.R.S. § 8-129 have been complied with.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Barbara LaWall  
PIMA COUNTY ATTORNEY

---

KARA CROSBY, #64763  
Deputy County Attorney  
[Kara.Crosby@pcao.pima.gov](mailto:Kara.Crosby@pcao.pima.gov)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**CONSENT OF SPOUSE**

B-

A person under the age of eighteen (18) years.

I, \_\_\_\_\_, am the spouse of \_\_\_\_\_ and the birth father of \_\_\_\_\_.

I am legally capable of giving consent.

I believe that the best interests of my child will be promoted by his adoption by my spouse.

I freely, voluntarily and unconditionally, and not as a result of fraud, duress or undue influence, give consent to the adoption of my son \_\_\_\_\_ pursuant to A.R.S. § 8-106(A).

I understand that, pursuant to A.R.S. § 8-117(C), when the Order of Adoption is entered, my relationship as parent to my child will remain unchanged.

I understand that, pursuant to statute A.R.S. § 8-117(A), when the Order of Adoption is entered, the relationship of parent and child and all the legal rights, privileges, duties, obligations and other legal consequences of the natural relationship of child and parent shall thereafter exist between my child and my spouse, the same as though the child were born to us in lawful wedlock.

I understand that, pursuant to statute A.R.S. § 8-117(A), my child shall be entitled to inherit real and personal property from and through my spouse and my spouse shall be entitled to inherit real and personal property from and through my child the same as though the child were born to us in lawful wedlock.

I understand that once this consent is signed, I cannot revoke it and that I cannot change my mind unless my consent was obtained by fraud, duress or undue influence. I am aware that this consent to adoption cannot be withdrawn without a court order.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**NOTICE OF HEARING PETITION FOR  
ADOPTION WITHIN 60 DAYS**

B-

Minor(s).

A person under the age of eighteen (18) years.

---

, having filed a petition to adopt the above referenced minor child(ren) through the Office of the Pima County Attorney, and being entitled to an adoption hearing on said petition;

[ X ] Within 60 days, A.R.S. § 8-113(D)(1)

If the child has resided in the home of the prospective adoptive parent or parents for at least one year immediately preceding the filing of the petition for adoption.

NOTICE IS HEREBY GIVEN that the final hearing on the Petition for Adoption is scheduled for Thursday afternoon \_\_\_\_\_ at 2:30p.m., in the Juvenile Division of the Pima County Superior Court, 2225 East Ajo Way, Tucson, Arizona, 85713.

Requests for reasonable accommodation for persons with disabilities must be made to the Court by parties at least three (3) working days in advance of a scheduled court date.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

TONI L. HELLON  
CLERK OF SUPERIOR COURT

By: \_\_\_\_\_  
Deputy Clerk

CC: Pima County Attorney  
Pima County Adoption Program

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

ORDER OF ADOPTION

Minor(s).

B-

A person under the age of eighteen (18) years.

The Petition in the above matter having been filed within 60 days; the matter coming on regularly to be heard by the Court; the Petitioner, and the Pima County Attorney, BARBARA LAWALL by her Deputy KARA CROSBY, having appeared before the court; and the Court having heard the evidence, the Court finds as follows:

That at the time the Petition for Adoption herein was filed, \_\_\_\_\_, the step father and \_\_\_\_\_, the birth mother were husband and wife, and they and the minor child were residents of Pima County, Arizona.

That the minor child being adopted by \_\_\_\_\_, the step parent is:  
born on \_\_\_\_\_, in \_\_\_\_\_.

That pursuant to A.R.S. § 8-112, an adoption report was completed and the adoption was recommended.

That pursuant to A.R.S. § 8-106, all necessary consents have been filed with the Court and all interested or affected parties have been served with process in the manner provided by law.

That all of the allegations of the Petition are true; that all requirements of Article I, Chapter I, Title 8 of Volume 2, Arizona Revised Statutes have been met.

That the evidence establishes that it is in the best interest of the minor child(ren) to grant the adoption.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that pursuant to A.R.S. § 8-117, the Petition for Adoption be and hereby is granted and that from this date the legal relationship of parent and child shall exist between \_\_\_\_\_, the adoptive step mother, and \_\_\_\_\_, the child being adopted.

IT IS FURTHER ORDERED that hereafter said child shall assume and bear the name of: \_\_\_\_\_

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE OF THE SUPERIOR COURT

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AFFIDAVIT OF MINOR CONSENT FOR  
ADOPTION**

Minor(s).

B-

A person under the age of eighteen (18) years.

- 
1. I, \_\_\_\_\_, born on \_\_\_\_\_, want to be adopted by \_\_\_\_\_.
  2. I understand that this means that \_\_\_\_\_ will become my legal Father.
  3. As part of this adoption I would like my name changed to:

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**ADOPTION COVER SHEET**

**Petition to Adopt**  
KARA CROSBY  
Pima County Attorney  
2235 E. Ajo Way  
Tucson, AZ 85713  
(520) 724-2991  
Fax: 724-9970  
Adoption Secretary 724-9631

**CERTIFICATION/SOCIAL STUDY REPORT BY:**

- PCJCC Adoption Program
- Private Agency:

**ADOPTIVE PARENTS:**

**B-**

**CHILD(REN)'S BIRTH NAME(S) (List All):**

**HEARING DATE REQUESTED:** \_\_\_\_\_

**MARRIAGE DATE:**

**Placed by:**

**Date Filed:** \_\_\_\_\_ **By:** Isela Tanzillo

**TYPE OF HEARING:**

- FINAL ADOPTION HEARING:**  
Pursuant to A.R.S. § 8-113, Hearing shall be:  
 D(1) Within 60 days

**ADOPTIVE PARENTS RELATIONSHIP TO CHILD:**

- STEP PARENT, married over 1 year? Yes
- ICWA -- Proper ICWA documentation required
- ICPC -- ICPC approval required

**Adoption Packet Filed By:**

- the CA and included in this packet
- the PCJCC adoption program

**Included in this packet:**

- Notice of Hearing
- Affidavit of Compliance
- Agency Consent
- Consent of Spouse (Note: for step-parent adoptions only)
- Minor's Consent for adoption - for minor's 12 and older when adoption is completed
- Order, Petition, Exhibit for Approval of Expenses

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AFFIDAVIT IN SUPPORT OF  
EXPEDITED HEARING CHILD UNDER  
SIX MONTHS**

B-

Minor(s).

A person under the age of eighteen (18) years.

COMES NOW, the Pima County Attorney, BARBARA LAWALL, by and through her Deputy, Kara Crosby, as counsel for the adoptive parents, \_\_\_\_\_, in the above-referenced matter, being first duly sworn upon oath, deposes and says that she represents adoptive parents and that to the best of her knowledge, information, and belief, that the circumstances authorizing utilization of an expedited adoption procedure pursuant to A.R.S. § 8-113D(2) exist, to wit:

That the child was placed in the home of the petitioners, \_\_\_\_\_, prior to six month of age, therefore, an expedited adoption hearing shall be held. The petitioners believe it's in the best interest of the child to expedite the final adoption hearing.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Barbara LaWall  
PIMA COUNTY ATTORNEY

\_\_\_\_\_  
KARA CROSBY, #64763  
Deputy County Attorney  
[Kara.Crosby@pcao.pima.gov](mailto:Kara.Crosby@pcao.pima.gov)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AFFIDAVIT OF CERTIFIED MAILING**  
Pursuant to The Indian Child Welfare Act of 1978, PL 95-608, 92 Stat. 3069 (Nov. 08, 1978),  
codified at 25 U.S.C. § 1912

B-

Minor(s).

A person under the age of eighteen (18) years.

STATE OF ARIZONA    )  
                                  ) ss.  
COUNTY OF PIMA    )

, deposes and says: That she is an employee of the Pima County Attorney's Office; that as such employee pursuant to 25 U.S.C. § 1912, on \_\_\_\_\_, the undersigned mailed by certified mail, the Petition to Adopt Minor Child and Notice of Hearing to the \_\_\_\_\_.

The Petition to Adopt Minor Child and Notice of Hearing was received by a representative of the \_\_\_\_\_ on \_\_\_\_\_, as evidenced by the attached receipt.

DATED this this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AFFIDAVIT OF COMPLIANCE**

(name of child)

B-

Minor(s).

A person under the age of eighteen (18) years.

Petitioners for adoption herein (Adoptive mom and dad's name), and (caseworker), an authorized agent for (name of agency), being first duly sworn, upon oath depose and say that to the best of their knowledge, information and belief, that all the provisions of A.R.S. § 8-129 have been complied with.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Agency Representative

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

Signature of Petitioners:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AFFIDAVIT OF COMPLIANCE BY  
COUNTY ATTORNEY**

B-

Minor(s).

A person under the age of eighteen (18) years.

---

COMES NOW, the Pima County Attorney, BARBARA LAWALL, by and through her Deputy, as counsel for the adoptive parents, \_\_\_\_\_, in the above-referenced matter, and pursuant to A.R.S. § 8-130, being first duly sworn upon oath, deposes and says that she represents adoptive parents and that to the best of her knowledge, information, and belief, that the provisions of A.R.S. § 8-130 (A) and (B), A.R.S. § 8-114 and A.R.S. § 8-129 have been complied with.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Barbara LaWall  
PIMA COUNTY ATTORNEY

---

KARA CROSBY, #64763  
Deputy County Attorney  
[Kara.Crosby@pcao.pima.gov](mailto:Kara.Crosby@pcao.pima.gov)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

Notary Public

**PIMA COUNTY ATTORNEY ADOPTION PETITION REQUEST -- COVER LETTER**

TO: Isela Tanzillo Phone: (520) 724-9631 / (520)724-2991 - 2235 E. Ajo Way Tucson, AZ 85713

Agency: \_\_\_\_\_ Caseworker: \_\_\_\_\_

Address: \_\_\_\_\_ Phone# \_\_\_\_\_

Adoptive Parents: \_\_\_\_\_ B# \_\_\_\_\_

Date sent to County Attorney: \_\_\_\_\_

Items marked with \* are always required. Check off items that are included.

- \*1. \_\_\_\_\_ Pima County Attorney Adoption Petition Request -- Fact Sheet
- \*2. \_\_\_\_\_ Certificate of Adoption: fill in as much as possible and signed by the caseworker. Family will complete & sign when they come to CA's office.
3. \_\_\_\_\_ Copy of the Court Order for Certification.
- \*4. \_\_\_\_\_ Copy of the Home Study/Certification or Foster Licensing Home Study Report, or Kinship Home Report. (If This Study Is an Addendum or Update, include Original Study & Other Updates)
5. \_\_\_\_\_ Exhibit of Expenses paid by adoptive family/Verified Accounting/Approval from court for birth parent expenses paid.
6. \_\_\_\_\_ Affidavit to expedite final hearing - Not required if the child has been in the home over 6 months
7. \_\_\_\_\_ Statement Regarding Fingerprinting
8. \_\_\_\_\_ Compliance Affidavit by Agency Caseworker
9. \_\_\_\_\_ Agency Consent for Adoption
10. \_\_\_\_\_ Copy of Child(ren)'s Birth Certificate.
11. \_\_\_\_\_ ICPC -Arizona Interstate Compact approval - if needed
12. \_\_\_\_\_ Indian Child Welfare Act –ICWA- Please include all info on child's membership status, including enrollment # & other pertinent documentation from the tribe. **PLEASE BE SURE TO ANSWER THE FOLLOWING QUESTIONS IF ICWA APPLIES**
- 12.a: \_\_\_\_\_ *Has the placement preferences required in Section 1915 of the Act been complied with?*
- 12b: \_\_\_\_\_ *Name of the Tribe*
- 12c: \_\_\_\_\_ *Are/is the Indian child/children resident(s) of the reservation?*
- 12d: \_\_\_\_\_ *Is the child/children a ward of the tribal court?*
- 13a. \_\_\_\_\_ Severance/termination of Parental Rights Order for Each Parent  
(if not done in Pima County - the Severance or Termination Order must be a court-certified copy.)
- OR:**
- 13b. \_\_\_\_\_ Original or Certified Copy of Parental Consents/relinquishments for Adoption & waiver of right of appearance/notice of hearing. (if no severance/termination was done)
- OR:**
- 13c. \_\_\_\_\_ Birthfather Notification, Must Include: Affidavit by Birth Mother, Proof of Service (Personal or Published), Vital Records Putative Father Records Search, Superior Court Paternity Records Search.
- OR:**
- 13d. \_\_\_\_\_ Death Certificate for Child's Parent(s) If Applicable
14. \_\_\_\_\_ NON-IDENTIFYING Health and Genetic History Information
15. \_\_\_\_\_ Mediation agreement (if applicable)

**PIMA COUNTY ATTORNEY ADOPTION PETITION REQUEST-- FACT SHEET**

AGENCY: \_\_\_\_\_

WORKER: \_\_\_\_\_ PHONE: \_\_\_\_\_

Hearing Date: \_\_\_\_\_ 2 months \_\_\_\_\_ 3 months \_\_\_\_\_ 6 months

**FULL LEGAL NAME OF ADOPTIVE PARENT(S) AND CHILD(REN) REQUIRED**

**I. ADOPTIVE PARENTS** Certification date: \_\_\_\_\_ CASE #: \_\_\_\_\_

1. Adoptive Father full legal name:

\_\_\_\_\_

Last First Middle

Age: \_\_\_\_\_ DOB: \_\_\_\_\_ BIRTH PLACE: \_\_\_\_\_

2. Adoptive Mother's full legal name:

\_\_\_\_\_

Last First Middle

Adoptive Mother's Maiden name: \_\_\_\_\_

Age: \_\_\_\_\_ DOB: \_\_\_\_\_ BIRTH PLACE: \_\_\_\_\_

3. Married on: \_\_\_\_\_ at: \_\_\_\_\_

4. Mailing address: \_\_\_\_\_ ZIP \_\_\_\_\_

Residence (if different) \_\_\_\_\_

5. Home Phone: \_\_\_\_\_

**II. CHILD/CHILDREN TO BE ADOPTED -Oldest child 1<sup>st</sup>.**

=====

Child #1: \_\_\_\_\_

Last First Middle

Age \_\_\_\_\_ DOB \_\_\_\_\_ Birthplace \_\_\_\_\_

ICWA? Yes / NO IF YES:QUESTIONS ON PAGE 1 NEED TO BE ANSWERED

ICPC? Yes / NO State: \_\_\_\_\_

Name change: \_\_\_\_\_

Last First Middle

Relationship of the adoptive parents to this child: \_\_\_\_\_

Date Placed with adoptive family: \_\_\_\_\_ By: \_\_\_\_\_

SEVERANCE # S- \_\_\_\_\_ DEPENDENCY # J- \_\_\_\_\_

Birth Mother-Consented/relinquished/deceased/severed: DATE \_\_\_\_\_

Legal Father-Consented/relinquished/deceased/severed: DATE \_\_\_\_\_

Birth Father-Consented/relinquished/deceased/severed/notified: DATE \_\_\_\_\_

=====

Child #2: \_\_\_\_\_

Last First Middle

Age \_\_\_\_\_ DOB \_\_\_\_\_ Birthplace \_\_\_\_\_

ICWA? Yes / NO IF YES:QUESTIONS ON PAGE 1 NEED TO BE ANSWERED

ICPC? Yes / NO State: \_\_\_\_\_

Name change: \_\_\_\_\_

Last First Middle

Relationship of the adoptive parents to this child: \_\_\_\_\_

Date Placed with adoptive family: \_\_\_\_\_ By: \_\_\_\_\_

SEVERANCE # S- \_\_\_\_\_ DEPENDENCY # J- \_\_\_\_\_

Birth Mother-Consented/relinquished/deceased/severed: DATE \_\_\_\_\_

Legal Father-Consented/relinquished/deceased/severed: DATE \_\_\_\_\_

Birth Father-Consented/relinquished/deceased/severed/notified: DATE \_\_\_\_\_



IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AMENDED NOTICE OF HEARING  
PETITION FOR ADOPTION**

B-

Minor(s).

A person under the age of eighteen (18) years.

---

, petitioners for adoption, through the Office of the Pima County Attorney, having filed a petition to adopt the above referenced minor child(ren), and being entitled to an adoption hearing on said petition:

NOTICE IS HEREBY GIVEN that the final hearing on the petition for adoption is scheduled for Thursday afternoon \_\_\_\_\_, at 2:30 p.m., in the Juvenile Division of the Pima County Superior Court, 2225 East Ajo Way, Tucson, Arizona, 85713.

Requests for reasonable accommodation for persons with disabilities must be made to the court by parties at least 3 working days in advance of a scheduled court date.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

TONI L. HELLON  
CLERK OF SUPERIOR COURT

By: \_\_\_\_\_  
Deputy Clerk

CC: Pima County Attorney

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**BIRTH MOTHER'S AFFIDAVIT**  
**A.R.S. § 8-106(F)**

B-

Minor(s).

A person under the age of eighteen (18) years.

, being first duly sworn, upon her oath states as follows:

1. That she makes this affidavit based upon her own personal knowledge, and the information contained herein is complete and accurate to the best of her ability.
2. That she is the mother of \_\_\_\_\_, born on \_\_\_\_\_, in \_\_\_\_\_.
3. That she is not currently married nor was she married at the time of conception, nor at any time during her pregnancy. **[CHANGE TO FIT THE CURRENT SITUATION]**

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



# Pima County Attorney's Office

JUVENILE UNIT of the CRIMINAL DIVISION

2235 E. AJO WAY

**Tucson, Arizona 85713-6201**

Phone (520) 740-2991

Fax (520) 770-9212

[www.pcao.pima.gov](http://www.pcao.pima.gov)

**Barbara LaWall**  
Pima County Attorney

RE: Adoption of

Dear :

This letter is regarding the adoption of which finalized on . The office of Vital Records has returned the Certificate of Adoption to our office because some corrections needed to be made. Please go over the Certificate of Adoption enclosed, sign where indicated and mail back to me. If other corrections need to be made please white out the wrong information and fill in the correct information. If you have any questions please call me at 724-

Sincerely,

---

Adoption Legal Secretary  
Pima County Attorney's Office

# Certificate of Adoption Instruction Guide

## How to Complete the Certificate of Adoption Form

- Do not post this form on any website or alter in any way.
- Type or print in black ink.
- Do not use cross-outs, write-overs, erasures, correction fluid, or correction tape on this form. If a mistake is made, prepare a new form. The form can be located at the following website: <http://pub.hs.state.az.us/ovrmanuals> under “Quick Links” then select “Forms”. The Office of Vital Records no longer maintains a stock of the form; therefore you must print and use the form on the website.
- The clerk of the court shall require the investigative agency or attorney to complete Parts I and II.
- The information in Part II must be reviewed, verified and signed by at least one of the adoptive parents.
- The clerk of the court completes Part III and insures that the completed, verified, signed and sealed Certificate of Adoption is sent to the State Office of Vital Records.
- If you have any questions regarding this form, please call the State Office of Vital Records at 364-1300 or 602-364-2429.

### Part I:

The attorney of record, the investigative agency, or the court attorney for the petitioners must complete Part I. The information regarding the child’s name and parent’s names at birth shall be entered in the fields exactly as the information appears on the registered birth certificate. This information is necessary to locate the birth record when the Certificate of Adoption is received by the State Office of Vital Records.

### Part II:

The attorney of record, the investigative agency, or the court attorney for the petitioners must complete Part II. The accuracy of the information in this section must be verified by the adoptive parents and the adoptive parents’ signature will confirm the information listed is correct. This information will appear on the registered birth certificate and, therefore, must be accurate.

### Part III:

The clerk of the court must complete Part III and confirm with the adoptive parents, or the attorney of record, that the child’s new adoptive name to appear on the birth certificate if accurate.

## Completed Forms

Pursuant to A.R.S. 36-336.D, by the tenth day of each month, a court in this state shall submit to the State Office of Vital Records all finalized Certificate of Adoptions for the preceding month. The Certificate of Adoptions shall be mailed to:

**Office of Vital Records  
Post Office 3887  
Phoenix, Arizona 85030**

State of Arizona  
 Department of Health Services - Vital Records Section  
 Certificate of Adoption

**THIS IS A PERMANENT RECORD - PLEASE TYPE OR PRINT ONLY**

State File Number \_\_\_\_\_

**PART I: Birth information needed to locate the current birth certificate on file**

Identification of Child and Place of Birth	Name of Child at Birth			
	A. First	B. Middle	C. Last	D. Suffix
	1			
2	Sex	Date of Birth - Month, Day, Year	Place of Birth	
	3	4	A. Town or City	B. County
C. State (Include Zip Code)				
5				
Natural Parents	Name of Father			
	A. First	B. Middle	C. Maiden Last	D. Suffix
	6			
Maiden Name of Mother				
A. First	B. Middle	C. Maiden Last		
7				
Investigative Agency	Name of Agency - Address			Investigator's Signature
	8			9
Attorney of Record	Attorney(s) of Record (or County Attorney) - Address			Attorney's Signature
	10			11
Date for Statistical Use	Total No. of Children in this Adoption	Type of Adoption		
	12	13	<input type="checkbox"/> Step-Parent <input type="checkbox"/> Grand Parent <input type="checkbox"/> Other Relative <input type="checkbox"/> Non Relative	

**PART II: Information about the adoption**

Father <input type="checkbox"/> Adoptive <input type="checkbox"/> Natural	Name of Father				Date of Birth - Month, Day, Year	
	A. First	B. Middle	C. Last	Suffix	15	
14				16		
Place of Birth - State or Country			Occupation			
16			17			
Mother <input type="checkbox"/> Adoptive <input type="checkbox"/> Natural	Maiden Name of Mother				Date of Birth - Month, Day, Year	
	A. First	B. Middle	C. Maiden Last	19		
	18				20	
	Place of Birth - State or Country			Occupation		
20			21			
Residence of Adoptive Mother at Time of Child's Birth (Street Address, Town, County, State, Zip)			Current Address (Include Zip Code)			
22			23			
Parent's Verification	Parent's Signature		Date Signed	Omit Name of Hospital, Facility, or Street Address Where Birth Occurred		
	24		25	26		
				The Above Information is Correct We <input type="checkbox"/> DO <input type="checkbox"/> DO NOT 27 Want an amended Birth Certificate		

**PART III: When the final order of adoption is granted, the Clerk of Superior Court must complete the following section, affix signature and court seal, and forward the report to the State Office of Vital Records. By signing this document the court is certifying the information contained in this document is accurate.**

Certification of Clerk of Court	A Final Order of Adoption was Granted in the Superior Court of this State on			Clerk of Court (Impress Court Seal Here)	
	_____ 20 _____ in Case No. _____ Judge _____ Presiding			32	
	28				
By	Date Signed		Clerk for County of		
	29		30	31	
The Name of the Child as Set Forth in the Adoption Order Shall be:					
First		Middle		Last	
33					
		Suffix			

RESET

PRINT

Mail to: Office of Vital Records  
 PO Box 3887  
 Phoenix, AZ 85030

**Adoption Checklist**

Case No. \_\_\_\_\_

- Step-father/mother
- Grandparent;Aunt;Uncle;Adult sibling
- Related with Certification- Relationship: \_\_\_\_\_
- Unrelated with Certification
- Investigation Agency: \_\_\_\_\_ Caseworker: \_\_\_\_\_

Adoptive parent's names: \_\_\_\_\_

Child(ren)'s names: \_\_\_\_\_

**Misc Letters:**

\_\_\_\_\_ Date case received from agency

\_\_\_\_\_ Petition ready for signing letter sent to parents

\_\_\_\_\_ Appointment made by parents: Appt date: \_\_\_\_\_

\_\_\_\_\_ ICPC-Interstate Compact State: \_\_\_\_\_

\_\_\_\_\_ ICWA Tribe: \_\_\_\_\_ Address: \_\_\_\_\_  
Certified notification mailing date: \_\_\_\_\_

\_\_\_\_\_ Certification-not required for Stepparent, sibling, grandparent, aunt/uncle

Case number \_\_\_\_\_ Approve date: \_\_\_\_\_ Expiration date: \_\_\_\_\_

\_\_\_\_\_ Petition for adoption signed

\_\_\_\_\_ Minor Affidavit needed? (for any adoptee age 12 or over)

\_\_\_\_\_ Notice of hearing mailed to parents Address: \_\_\_\_\_

\_\_\_\_\_ Final Adoption order mailed to parents

**Scanned:**

Adopt Pkt: \_\_\_\_\_

Cert of Adopt: \_\_\_\_\_

Final Soc Study: \_\_\_\_\_

Final Order/MEO: \_\_\_\_\_

**NOTES:**

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF PIMA

JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

A person under the age of eighteen (18) years.

CONSENT OF SPOUSE

B-

I, \_\_\_\_\_, am the spouse of \_\_\_\_\_ and the birth father of \_\_\_\_\_.

I am legally capable of giving consent.

I believe that the best interests of my child will be promoted by his adoption by my spouse.

I freely, voluntarily and unconditionally, and not as a result of fraud, duress or undue influence, give consent to the adoption of my son \_\_\_\_\_ pursuant to A.R.S. § 8-106(A).

I understand that, pursuant to A.R.S. § 8-117(C), when the Order of Adoption is entered, my relationship as parent to my child will remain unchanged.

I understand that, pursuant to statute A.R.S. § 8-117(A), when the Order of Adoption is entered, the relationship of parent and child and all the legal rights, privileges, duties, obligations and other legal consequences of the natural relationship of child and parent shall thereafter exist between my child and my spouse, the same as though the child were born to us in lawful wedlock.

I understand that, pursuant to statute A.R.S. § 8-117(A), my child shall be entitled to inherit real and personal property from and through my spouse and my spouse shall be entitled to inherit real and personal property from and through my child the same as though the child were born to us in lawful wedlock.

I understand that once this consent is signed, I cannot revoke it and that I cannot change my mind unless my consent was obtained by fraud, duress or undue influence. I am aware that this consent to adoption cannot be withdrawn without a court order.

DATED this this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



was born ) . She has brown hair and hazel eyes. She is and weighs : 3. She describes herself as caring, all about family, funny and persistent.

grew up in Tucson. She loved school and describes herself as a social butterfly. She made some of her best friends in grade school. She sang, played soft ball and played volley ball in middle school. She has fond memories of playing softball growing up. She was on the same team from age 5 to 18. She also has fond memories of her family vacationing at Mission Beach every summer. She describes her childhood as happy.

They family bought a new home in October. It is 3100 square feet with four bedrooms, three bathrooms, and a properly fenced pool. They have no guns in their home. It is well cared for and

DATE OF CERTIFICATION: : and : were certified to adopt on September 2015 in Pima County.

#### FINGERPRINTS/RESULTS/RECORDS CHECK:

and are licensed foster parents in the state of Arizona and have Level 1 Fingerprint Clearance Cards. , their oldest son, and his fingerprints were sent to DPS on June 2015.

An Arizona Child Protective Service Central Registry check was conducted on 5-14-2015 with no referrals found.

The applicants state they have never been perpetrators of any crime even if it did not result in an arrest or a conviction. They state they do not have any history of substance abuse. They also report they have never been a perpetrator of child abuse, sexual abuse, or domestic violence even if it did not result in a conviction or arrest. : and report they have never been rejected as prospective adoptive parents, nor have they had an unfavorable home study. .

#### FINANCIAL ARRANGEMENTS:

nd : have completed an Accounting of Adoption Fees, Expenses and Costs form which was submitted to the court.

#### BIRTH MOTHER:

's birth mother is . She signed Arizona Consents on . She is not stable and is living in a group home. She knew she was unable to raise a child and due to drug exposure her child could be taken by DCS. They : are in touch with frequently although : 's erratic behavior doesn't allow for frequent visits. states that / has just entered a new group home and when she is more stable, they will schedule another visit.

Probably won't apply to your family since the child is a DCS Child. But can include subsidy info.

**BIRTH FATHER:**

states that is 's father. s was the owner of a group home where lived. was served and he signed an Acceptance of Service and Waiver of Process By the Alleged Biological Father on . The putative father registry was checked /15 and paternity action check was done on /15.

**MENTAL/PHYSICAL CONDITION OF CHILD AND NATURAL PARENTS:**

was born on , 2015. The family has taken care of her since her birth. She is eating six ounces of food every three hours. She has recently started eating baby food. She sleeps from 10 pm to 6 a.m. She is babbling and rolling. Her pediatrician is monitoring her head size because it is in the 98<sup>th</sup> percentile and her body is in the 13<sup>th</sup> percentile. She is being carefully watched by her pediatrician.

The home is child oriented and has many toys and books. She also has all of the necessary infant care equipment as well as a complete wardrobe of appropriate clothing.

appears to be bonding well with her adoptive family. She loves to be held and snuggled and each family member enjoys spending time with her. The adoptive home appears to be nurturing, loving and committed to meeting Amelia's needs.

**EXISTING AND PROPOSED CUSTODY ARRANGEMENTS:**

was placed with and when she was discharged from the hospital and she has remained continuously in their care since that time.

**ADOPTIVE PARENTS SUITABILITY TO ADOPT:**

and y are attending to all of this child's needs. a receives routine medical care and her milestones are being carefully evaluated to see any special needs that arise. is home most of the time with a and is taking her with her to work when she goes. Mostly she is working from home.

**EVALUATION:**

seems to be thriving in the care of her adoptive parents. It is evident that the 's adore her and are providing her with a safe and loving environment. is seeing a doctor for routine checkups and immunizations. The atmosphere around. is one of calm, loving attention and. 's happy disposition and healthy appearance indicate how well she is doing. It is recommended that this placement continue toward adoption of by and I .

**RECOMMENDATION:**

It is respectfully recommended that the adoption of by and y be granted and a final Order of Adoption be issued with the name change.

Respectfully Submitted by: /

Adoption Worker //

*the last page  
is added because  
the caseworker  
forgot to include  
some info in  
the report*

FINAL SUMMARY ADDENDUM

PREPARED FOR PIMA SUPERIOR COURT

BY

C

Phone: 5

DATE OF HEARING:  
DATE OF ADDENDUM:  
CHILD:  
PROPOSED NAME:

DATE OF BIRTH:  
PLACE OF BIRTH: TUCSON, AZ  
LEGAL STATUS: FREE FOR ADOPTION  
RACE/DESCENT:

ADOPTIVE PARENTS:

MAN:

Age: 43

DOB:

SSN:

WOMAN:

Age:

DOB:

SSN:

ADDRESS:

**GUARDIANSHIP PLANS FOR THE CHILD:**

and have named's mother as guardian for their children. She is years old and lives in , brother and sister, who are close with the children, live in Boston, also. a is in good health. The selected her as guardian because they trust, share common beliefs, and their children feel safe with their. This social worker believes that she is an appropriate guardian for the adopted child and the other children. and each have n life insurance which would provide for their children financially in the event of their untimely passing.

Respectfully Submitted by:

The ICPC paperwork from (State) will be filed with the petition packet.

The Indian Child Welfare Act does not apply in this adoption. [if ICWA does not apply unlock and delete the rest of this paragraph/ if ICWA does apply unlock and only delete this red text, relock and answer the next 4 questions] The child is an enrolled member or is eligible for enrollment with the . Placement preferences required in Section 1915 of the Act have been complied with. The child is a resident(s) of the Reservation. The child is a ward of the Tribal Court.

No certificate of acceptability to adopt is required, pursuant to A.R.S. § 8-105(N)(1). An adoption report will be completed by the Pima County Adoption Program, prior to the final hearing.

[Choose appropriate sentence delete the other other up to "and that a social study..."] The petitioner was certified as acceptable to adopt by the court on , No certificate of acceptability to adopt is required, pursuant to A.R.S. § 8-105(N)(1), and that a social study will be completed by , prior to the final hearing.

**PIMA COUNTY ATTORNEY - - - ADOPTION - - - ICWA INFORMATION**

TO: Isela Tanzillo Phone: (520) 740-4510 / (520)740-2991 - 2235 E. Ajo Way Tucson, AZ 85713

Agency: \_\_\_\_\_ Caseworker:

**Adoptive Parents:** \_\_\_\_\_ **B#** \_\_\_\_\_

*If child/children being adopted is an Indian Child subject to the Indian Child Welfare Act please provide the following information:*

1: Have the placement preferences required by Section 1915 of the Act been complied with? YES or NO

2: Name of the Tribe: \_\_\_\_\_

3: Whether the Indian Child/Children are residents of the reservation: YES or NO

4: Is the child/children a ward of the tribal court? YES or NO

Instructions and Phone Numbers that may be helpful in obtaining important documents after your adoption hearing:

1. CERTIFIED ORDER OF ADOPTION

You will need *at least* one certified order of adoption. (cost is \$27.50 each, if your order is 2 pages the cost will be \$28.00)

- A. 1 - 2 weeks after the hearing go to at the Pima County Juvenile Court at 2225 E Ajo Way, and ask to be directed to the Clerk of the Court office, verify that all information is correct. If all the information is correct you can purchase your order from the Clerks office.
- B. If a correction is needed call (520) 724-9631 to speak with the adoption secretary, and have the correction(s) made. Once the corrections are made you will receive a corrected (amended) non-certified copy in the mail, proceed to C.
- C. As soon as you have an accurate order of adoption or amended order of adoption, go to at the Pima County Juvenile Court at 2225 E Ajo Way, to purchase the certified order of adoption.

2. NEW BIRTH CERTIFICATES

Each child adopted will need a new birth certificate (usual cost is \$20 up to \$40 each)

- A. For children born in the United States, 1 - 3 months after the hearing, Call the Vital Records Office where the child was born. *Please note* the minimum time it could take for the new birth certificate to be ready is 1 month, usual waiting time is 2-3 months. All phone numbers could be found on the internet.
- B. For children born in a foreign country – there are specific rules and regulations that must be followed regarding birth certificates from a foreign country. Please call the vital records office to determine if they will be able to generate a new birth certificate.

Arizona Vital Records Website: <http://www.azdhs.gov/vitalrcd/>

Or Telephone: (602) 364-1300

3. SOCIAL SECURITY CARD

Each child having a name change will need a new Social Security Card (no fee)

- A. Obtain a *certified* order of adoption **and** new birth certificate(s):
- B. Take both documents to the local Social Security Administration office to obtain a new Social Security Card.

Call the Social Security Administration at: 1-(800) 772-1213 for information and the addresses of the local Social Security Offices.

(Please note that the child's Social Security *number* will remain the same, if a new number is desired, a change can be requested with the Social Security Administration. The Social Security Administration has the final authority as to whether the number will be changed or not)

If there are any other questions please feel free to call the Pima County Attorney's Office at 724-2991 and ask to speak to the adoption secretary. Or call direct at 724-9631.

Your final adoption hearing is set for \_\_\_\_\_, you are not required to bring any paperwork with you the day of the adoption. Adopting parent(s) and the child/children being adopted are required to be present. The day of the adoption you will not receive any paperwork; nothing will be mailed to you automatically. Please read below for some helpful information on how to obtain important documents after the adoption hearing.

1. CERTIFIED ORDER OF ADOPTION

You will need *at least* one certified order of adoption. (cost is \$27.50 each, if your order is 2 pages the cost will be \$28.00)

- A. 1 - 2 weeks after the hearing go to at the Pima County Juvenile Court at 2225 E Ajo Way, and ask to be directed to the Clerk of the Court office, verify that all information is correct. If all the information is correct you can purchase your order from the Clerks office.
- B. If a correction is needed call (520) 724-9631 to speak with the adoption secretary, to have the correction(s) made. Once the corrections are made you will receive a corrected (amended) non-certified copy in the mail, proceed to C.
- C. As soon as you have an accurate order of adoption or amended order of adoption, go to at the Pima County Juvenile Court at 2225 E Ajo Way, to purchase the certified order of adoption.

2. NEW BIRTH CERTIFICATES

Each child adopted will need a new birth certificate (usual cost is \$20 up to \$40 each)

- A. For children born in the United States, 1 - 3 months after the hearing, Call the Vital Records Office where the child was born. *Please note* the minimum time it could take for the new birth certificate to be ready is 1 month, usual waiting time is 2-3 months. All phone numbers could be found on the internet.
- B. For children born in a foreign country – there are specific rules and regulations that must be followed regarding birth certificates from a foreign country. Please call the vital records office to determine if they will be able to generate a new birth certificate.

Arizona Vital Records Website: <http://www.azdhs.gov/vitalrcd/>  
Or Telephone: (602) 364-1300

3. SOCIAL SECURITY CARD

Each child having a name change will need a new Social Security Card (no fee)

- A. Obtain a *certified* order of adoption **and** new birth certificate(s):
- B. Take both documents to the local Social Security Administration office to obtain a new Social Security Card.

Call the Social Security Administration at: 1-(800) 772-1213 for information and the addresses of the local Social Security Offices.

(Please note that the child's Social Security *number* will remain the same, if a new number is desired, a change can be requested with the Social Security Administration. The Social Security Administration has the final authority as to whether the number will be changed or not)

If there are any other questions please feel free to call the Pima County Attorney's Office at 724-2991 and ask to speak to the adoption secretary. Or call direct at 724-9631.

1                                    IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
2                                    IN AND FOR THE COUNTY OF PIMA  
3                                    JUVENILE COURT  
4

5 IN THE MATTER OF THE ADOPTION OF:

**MOTION AND ORDER TO  
AMEND FINAL ADOPTION  
ORDER DATED**

B-

6  
7  
8  
9  
10  
11                                    Minor(s).

12  
13 A person under the age of eighteen (18) years.  
14

15  
16                                    The State of Arizona, by and through the Pima County Attorney, BARBARA  
17  
18 LAWALL, and her deputy, KARA CROSBY, moves the Honorable Court to amend the  
19  
20 Final Order of Adoption dated                                    , for the following reason(s):  
21  
22  
23

24                                    Respectfully submitted this \_\_\_\_ date of \_\_\_\_\_, 20  
25  
26  
27

28                                    BARBARA LAWALL  
29                                    PIMA COUNTY ATTORNEY  
30

31  
32  
33                                    \_\_\_\_\_  
34                                    KARA CROSBY, PAN 64763  
35                                    Deputy County Attorney  
36                                    Kara.Crosby@pcao.pima.gov  
37

38 CC:    County Attorney  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

1 IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
2 IN AND FOR THE COUNTY OF PIMA  
3 JUVENILE COURT

4 IN THE MATTER OF THE ADOPTION OF:

AMENDED ORDER OF  
ADOPTION (Dated: )

8 B-

10 Minor(s).

11 A person under the age of eighteen (18) years.

13 The Petition in the above matter having been filed within 60 days, the matter  
14 coming on regularly to be heard by the Court; the Petitioner, and the Pima County Attorney,  
15 BARBARA LAWALL by her Deputy KARA CROSBY, having appeared before the court;  
16 and the Court having heard the evidence, the Court finds as follows:

17 That at the time the Petition for Adoption herein was filed the adoptive parents  
18 , and minor child(ren) were residents of Pima County, Arizona. **(NOTE: Change**  
19 **County if needed.)**

21 That the minor child(ren) being adopted is/are:

23 **(NOTE: Repeat for additional children.)**

24 That pursuant to A.R.S. § 8-106, all necessary consents have been filed with the  
25 Court and all interested or affected parties have been served with process in the manner  
26 provided by law.

28 That all of the allegations of the Petition are true; that all requirements of Article  
29 I, Chapter I, Title 8 of Volume 2, Arizona Revised Statutes have been met.

30 That the evidence establishes that it is in the best interest of the minor child(ren)  
31 to grant the adoption.

33 IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that pursuant to  
34 A.R.S. § 8-117, the Petition for Adoption be and hereby is granted and that from this date  
35 the legal relationship of parent and child(ren) shall exist between , the adopting  
36 parent(s) and , the minor(s).

38 IT IS FURTHER ORDERED that hereafter said child(ren) shall assume and bear  
39 the name(s) of:

41 That pursuant to A.R.S. § 8-112, a social study was completed and the adoption  
42 was recommended.

44 Dated this \_\_\_\_ date of \_\_\_\_\_, 20 .

47 \_\_\_\_\_  
JUDGE OF THE SUPERIOR COURT



IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF PIMA

JUVENILE COURT

IN THE MATTER OF:

ORDER WAIVING REPORT

Minor(s).

B-

A person under the age of eighteen (18) years.

1           The court having read the foregoing MOTION FOR WAIVER OF WRITTEN  
2 REPORT and Good Cause Appearing;

3           IT IS ORDERED that the requirement of a written report set out in AR.S. § 8-  
4 112(A) is hereby waived.

5           Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

6

7

8

9

10

\_\_\_\_\_  
JUDGE OF THE SUPERIOR COURT

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF PIMA

JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**ORDER FOR SOCIAL STUDY**

Minor(s).

B-

A person under the age of eighteen (18) years.

---

Adoptive parents, \_\_\_\_\_, having filed a petition to adopt the above referenced minor child(ren).

That a Petition to Adopt the minor child is filed herein.

IT IS ORDERED that \_\_\_\_\_ shall make a social study in accordance with A.R.S. § 8-112, and report to the court as required therein its recommendations on adoption.

IT IS ALSO ORDERED that the social study shall be filed with the Pima County Juvenile Court and a copy to the Pima County Attorney, three (3) weeks prior to the hearing.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ .

---

JUDGE OF THE JUVENILE COURT

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

FINAL ORDER OF ADOPTION

Minor(s).

No. B-

---

This matter having come on for hearing before this Court; the Pima County Attorney, Barbara LaWall by her Deputy, \_\_\_\_\_, having appeared before the court; and the Court having heard the evidence, THE COURT FINDS AS FOLLOWS:

That at the time the Petition for Adoption herein was filed, Petitioner(s), \_\_\_\_\_, and \_\_\_\_\_, were husband and wife and resided in Pima County, Arizona.

That the child(ren) to be adopted is/are \_\_\_\_\_, born in \_\_\_\_\_, on \_\_\_\_\_, is/are enrolled member(s), of the Pascua Yaqui Nation, a federally recognized Indian tribe.

That the Pascua Yaqui Nation's motion to intervene in this action has been granted by order of the court and that the Pascua Yaqui Nation expressed its desire to assist petitioners and the minor child in obtaining all the health and educational services available to the minor by reason of his enrollment as a member of the "Nation". Pascua Yaqui Nation has further expressed its desire to provide the minor and petitioners with assistance in responding to any questions concerning the minor's Pascua Yaqui heritage and the Pascua Yaqui way of life.

That the Pascua Yaqui Nation is desirous that petitioners keep them informed of the minor's current address as well as any subsequent change of address. The Pascua Yaqui Nation further requests that the adoptive parents refer any inquiries concerning the adoptive minor's biological relatives to the Director of the Nation's Enrollment Office.

That at the time the Petition For Adoption was filed, said child(ren) resided in Pima County, Arizona.

That the Petition herein was filed more than six months previous.

That pursuant to A.R.S. §8-112, a social study was completed which recommended adoption.

That pursuant to A.R.S. §8-106, as amended, all necessary consents have been filed with the Court and all interested or affected parties have been served with process in the manner provided by law.

That all requirements of Article I, Chapter I, Title 8 of Volume 2, Arizona Revised Statutes have been met.

That the evidence establishes that it is in the best interest of the minor child(ren) to grant the adoption.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Petition for Adoption be and is hereby granted and that from this date the relationship of natural parent(s) and child(ren) shall exist between Petitioner(s) and the above named minor child(ren).

IT IS FURTHER ORDERED that hereafter said child(ren) shall assume and bear the name(s) of:

DATED THIS \_\_\_\_ day of \_\_\_\_\_, 20

---

Judge of the Superior Court

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF PIMA

JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**MOTION TO EXPEDITE ADOPTION  
HEARING AND ORDER**

Minor(s).

B-

A person under the age of eighteen (18) years.

---

Adoptive parent(s), \_\_\_\_\_, Adoptive father, and \_\_\_\_\_, Adoptive mother, through the Pima County Attorney and the undersigned Deputy, and pursuant to A.R.S. § 8-113(H)(3), hereby request that this Court order that the adoption be expedited and accelerated hearing to perpetuate testimony on the Petition for Adoption filed herein be ordered.

In support of this Motion, an affidavit from each petitioner is attached hereto and incorporated herein.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

---

Kara Crosby, PAN#64763  
Deputy County Attorney  
Kara.Crosby@pcao.pima.gov

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AFFIDAVIT IN SUPPORT OF  
EXPEDITED HEARING**

B-

Minor(s).

A person under the age of eighteen (18) years.

Petitioner(s), \_\_\_\_\_, the Adoptive father, being first duly sworn on oath, deposes and say:

That a Petition to Adopt the minor child is filed herein.

That circumstances authorizing utilization of an expedited adoption procedure pursuant to A.R.S.

§ 8-113(H)(3) exist, to wit:

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AFFIDAVIT IN SUPPORT OF  
EXPEDITED HEARING**

B-

Minor(s).

A person under the age of eighteen (18) years.

---

Petitioner(s), \_\_\_\_\_, the Adoptive mother, being first duly sworn on oath, deposes and say:

That a Petition to Adopt the minor child is filed herein.

That circumstances authorizing utilization of an expedited adoption procedure pursuant to A.R.S.

§ 8-113(H)(3) exist, to wit:

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**ORDER TO EXPEDITE ADOPTION**

Minor(s).

B-

A person under the age of eighteen (18) years.

The Court having considered the foregoing Motion and supporting affidavit, being advised in the premises and good cause appearing;

**THE COURT FINDS AS FOLLOWS:**

That the provisions of A.R.S. § 8-113(H)(3) have been satisfied.

That it is in the best interests of the minor child that the final adoption hearing be expedited.

IT IS THEREFORE ORDERED that the final hearing on adoption be expedited and an accelerated hearing for perpetuation of testimony be set by the Juvenile Clerk's Office.

IT IS FURTHER ORDERED that a social study can be finalized upon the courts receipt and acceptance of a Social Study Report which recommends the adoption from the Pima County Adoption examiner.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
JUDGE OF THE JUVENILE COURT



# Pima County Attorney's Office

JUVENILE UNIT of the CRIMINAL DIVISION

2235 E. AJO WAY

**Tucson, Arizona 85713-6201**

Phone (520) 740-2991

Fax (520) 770-9212

[www.pcao.pima.gov](http://www.pcao.pima.gov)

**Barbara LaWall**

Pima County Attorney

RE: Adoption of

Dear :

This letter is to inform you that the Petition for Adoption of is ready for signing. Please be advised that I will need any child being adopted that is 12 years of age or older to attend the appointment as well. To set up an appointment please call me at 724- .

Sincerely,

---

Adoption Legal Secretary  
Pima County Attorney's Office



# Pima County Attorney's Office

JUVENILE UNIT of the CRIMINAL DIVISION

2235 E. AJO WAY

**Tucson, Arizona 85713-6201**

Phone (520) 740-2991

Fax (520) 770-9212

[www.pcao.pima.gov](http://www.pcao.pima.gov)

**Barbara LaWall**  
Pima County Attorney

RE: Adoption of

Dear :

This letter is to inform you that the Petition for Adoption of is ready for signing. Please be advised that I will need any child being adopted that is 12 years of age or older to attend the appointment as well. To set up an appointment please call me at 724- .

Sincerely,

---

Adoption Legal Secretary  
Pima County Attorney's Office

## **Instrucciones y números de teléfono que podrían ser útiles para obtener documentos importantes después de su audiencia de adopción:**

### **1. ORDEN CERTIFICADA DE ADOPCIÓN**

Necesitará *por lo menos* una (1) orden certificada de adopción (el costo es de \$27.50 por cada una, si su Orden incluye 2 páginas el costo será de \$28.00).

- A. De 1 a 2 semanas después de la audiencia, vaya al Tribunal de Menores del Condado de Pima localizado en la 2225 E Ajo Way, pida que le indiquen donde está la oficina de la Secretaría del Tribunal (Clerk of the Court, en inglés) y verifique que toda la información esté correcta en el documento original. Si toda la información es correcta, compra la Orden en la Secretaría del Tribunal.
- B. Si es necesario hacer correcciones a la Orden, llame al (520) 724-9631 para que haga la(s) corrección(es) necesarias. Después de las correcciones se han completado, recibirá por correo una copia sin certificación, corregida (modificada). Siga al paso C.
- C. Después de que le llegue por correo la Orden de Adopción sin Errores o Orden modificada de Adopción, vaya nuevamente al Tribunal de Menores del Condado de Pima localizado en la 2225 E Ajo Way, para comprar la Orden Certificada de Adopción.

### **2. NUEVAS ACTAS DE NACIMIENTO**

Cada menor adoptado necesitará un nuevo Certificado de Nacimiento (el costo por acta es generalmente entre \$20 y \$40 dólares).

- A. Para menores nacidos en los Estados Unidos, llame a la Oficina del Registro Civil (Vital Records Office, en inglés) entre uno a tres meses después de la Audiencia de Adopción. *Por favor tenga en cuenta* que el tiempo mínimo requerido para emitir un nuevo Certificado de Nacimiento es de 1 mes, la espera normal es de 2 a 3 meses. Números de teléfono se pueden obtener por internet.
- B. Para menores nacidos fuera del país —hay reglas y normas específicas a seguir en relación a los certificados de nacimiento de un país extranjero. Por favor llame a la Oficina del Registro Civil para determinar si podrá generar un nuevo certificado de nacimiento.

**El sitio web de Arizona Vital Records es: <http://www.azdhs.gov/vitalrcd/> y el número de teléfono es: (602) 364-1300**

### **3. TARJETA DE SEGURO SOCIAL**

Cada niño que ha tenido un cambio de nombre necesitará una nueva Tarjeta de Seguro Social (sin costo).

Aquí están los pasos para obtener la nueva tarjeta del Seguro Social:

- A. Obtenga una *Orden Certificada de Adopción* y el/los nuevo(s) Certificado(s) de Nacimiento:
- B. Lleve los documentos a la oficina local de la Administración de Seguro Social y obtenga una nueva Tarjeta de Seguro Social.

Llame a la Administración de Seguro Social al: 1-(800)-772-1213 para pedir información y obtener la dirección local de las Oficinas de Seguro Social más cercas.

(Por favor note que el número de seguro social del menor seguirá siendo el mismo, si desea un nuevo número, puede solicitarle a la Administración de Seguro Social que se lo cambie. La Administración de Seguro Social es la entidad que tiene la autoridad final para decidir si el número se cambiará o no).

Para cualquier otra pregunta, no dude en llamar a la Oficina del Abogado del Condado de Pima al 724-2991 y pida hablar con la secretaria de adopciones. Or para hablar directo: 724-9631

**ADOPTION COVER SHEET CERTIFICATION  
TEMPORARY CUSTODY HEARING  
PLEASE TYPE OR PRINT**

Pima County Attorney, Juvenile  
2235 E. Ajo Way Tucson, AZ 85713 (520) 724-9631  
Date Filed: \_\_\_\_\_ By: \_\_\_\_\_  
ADOPTING PARENTS:

CHILD(REN)'S BIRTH NAME(S) (List All):

PLACEMENT DATE: \_\_\_\_\_  
CUSTODY HRG REQ? YES  
DATE REQUEST FOR HRG: \_\_\_\_\_

**FOR COURT USE ONLY**  
DATE CASE FILED:  
CASE NO: B-

**TYPE OF ADOPTION**

Pima County Attorney  
Pima County Adoption Examiner  
[ ] NON RELATIVE  
[ ] DISTANT RELATIVE: \_\_\_\_\_  
[ ] This Adoption is subject to the Indian Child  
Welfare Act  
ICWA Notification: N/A  
[ ] This Adoption is subject to the Interstate  
Compact on the Placement of Children  
[ ] ICPC Approval Date: \_\_\_\_\_

**The following documents are filed with this Petition for Temporary Custody Order Pending Certification:**

1. [ ] Affidavit of Prospective Adoptive Parents:  
[ ] Adoptive Mother  
[ ] Adoptive Father
2. [ ] Notice of Hearing for Temporary Custody Pending Certification
3. [ ] \_\_\_\_\_
4. [ ] \_\_\_\_\_

**The following documents were filed with request for Order for Investigation for Certification by the Adoption Examiner on: \_\_\_\_\_:**

1. [ ] Birth certificate of child(ren) being adopted
2. [ ] Birthmother's Consent, or  
[ ] Order Terminating Birthmother's Rights, or  
[ ] Death Certificate for Birthmother.
3. [ ] Birthmother's Affidavit Re: Potential Fathers.  
[ ] Affidavit of Service of Potential Father Notice  
[ ] Affidavit that court records were checked and no paternity action was timely filed  
[ ] Vital Records Putative Fathers Registry - Certificate of no Record  
[ ] Birthfather's Consent, or  
[ ] Order Terminating Birthfather's Rights, or  
[ ] Death Certificate for the Birthfather
4. [ ] Copy of court-ordered Guardianship.
5. [ ] Application/Information for adoption
6. [ ] Marriage license of adopting parents
7. [ ] Divorce decrees/annulments, death certificate for previous spouses of adopting parents
8. [ ] Medical report for adopting parent(s)
9. [ ] Schedule II- Investigation fee sheet
10. [ ] Proof of family income:  
IRS tax form or W-2's for year: \_\_\_\_\_
11. [ ] Money Order/check for: \$ 0, \$300, \$650
12. [ ] OTHER: \_\_\_\_\_

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**PETITION FOR TEMPORARY CUSTODY  
ORDER PENDING CERTIFICATION**

B-

Minor(s).

A person under the age of eighteen (18) years.

---

Petitioners, \_\_\_\_\_, and pursuant to A.R.S. § 8-108, do hereby petition and allege as follows:

I.

That your Petitioners presently have physical custody of \_\_\_\_\_, born on \_\_\_\_\_, in \_\_\_\_\_.

That your Petitioners currently reside at \_\_\_\_\_, in the county of \_\_\_\_\_, Arizona, \_\_\_\_\_.

That your Petitioners gained physical custody of the child(ren) on \_\_\_\_\_, from \_\_\_\_\_.

The parents of the child(ren) are:

II.

That your Petitioners do intend to petition this Court for the adoption of said child(ren) upon certification.

III.

That Petitioners are not currently certified acceptable to adopt.

IV.

That Petitioners are fit and proper persons to have custody of the said minor child(ren) pending their certification as acceptable to adopt and it would be in the best interest of said child(ren) that Petitioners be permitted such custody.

It is therefore respectfully requested that this Court enter an Order of Custody in favor of Petitioners pending Petitioners' Certification as Acceptable to Adopt.

STATE OF ARIZONA )

)ss.

COUNTY OF PIMA )

, being first duly sworn, state upon their oath as follows: That they are the Petitioners in the above and foregoing Petition for Temporary Custody Order Pending Certification; that they have read the foregoing Petition, know the contents thereof, and that the same is true in substance and in fact, except as to the matters therein stated to have been upon information and belief and that as to those matters they believe them to be true.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
, Petitioner

\_\_\_\_\_  
, Petitioner

SWORN AND SUBSCRIBED to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**FINAL ORDER OF ADOPTION**

Minor(s).

No. B-

---

This matter having come on for hearing before this Court; the Pima County Attorney, Barbara LaWall by her Deputy, \_\_\_\_\_, having appeared before the court; and the Court having heard the evidence, **THE COURT FINDS AS FOLLOWS:**

That at the time the Petition for Adoption herein was filed, Petitioner(s), \_\_\_\_\_, and \_\_\_\_\_, were husband and wife and resided in Pima County, Arizona.

That the child(ren) to be adopted is/are \_\_\_\_\_, born in \_\_\_\_\_, on \_\_\_\_\_, is/are enrolled member(s), of the Tohono O'Odham Nation, a federally recognized Indian tribe.

That the Tohono O'Odham Nation's motion to intervene in this action has been granted by order of the court and that the Tohono O'Odham Nation expressed its desire to assist petitioners and the minor child in obtaining all the health and educational services available to the minor by reason of his enrollment as a member of the "Nation". Tohono O'Odham Nation has further expressed its desire to provide the minor and petitioners with assistance in responding to any questions concerning the minor's Tohono O'Odham heritage and the Tohono O'Odham way of life.

That the Tohono O'Odham Nation is desirous that petitioners keep them informed of the minor's current address as well as any subsequent change of address. The Tohono O'Odham Nation further requests that the adoptive parents refer any inquiries concerning the adoptive minor's biological relatives to the Director of the Nation's Enrollment Office.

That at the time the Petition For Adoption was filed, said child(ren) resided in Pima County, Arizona.

That the Petition herein was filed more than six months previous.

That pursuant to A.R.S. §8-112, a social study was completed which recommended adoption.

That pursuant to A.R.S. §8-106, as amended, all necessary consents have been filed with the Court and all interested or affected parties have been served with process in the manner provided by law.

That all requirements of Article I, Chapter I, Title 8 of Volume 2, Arizona Revised Statutes have been met.

That the evidence establishes that it is in the best interest of the minor child(ren) to grant the adoption.

**ORDER OF ADOPTION**

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Petition for Adoption be and is hereby granted and that from this date the relationship of natural parent(s) and child(ren) shall exist between Petitioner(s) and the above named minor child(ren).

IT IS FURTHER ORDERED that hereafter said child(ren) shall assume and bear the name(s) of:

DATED THIS \_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Judge of the Superior Court

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PIMA  
JUVENILE COURT

IN THE MATTER OF THE ADOPTION OF:

**AFFIDAVIT OF PROSPECTIVE  
ADOPTIVE PARENTS**

B-

Minor(s).

A person under the age of eighteen (18) years.

STATE OF ARIZONA )

)ss.

COUNTY OF PIMA )

We, , being first duly sworn, state:

1. That we obtained custody of the above referenced child(ren) on ;
2. That ; (Information about birth parents, consent, severance etc.)
3. That no one residing in our/my home has ever been convicted of a felony, a sex offense, or any charge involving child abuse or child neglect;
4. That no one residing in our/my home is currently under indictment or investigation for any felony, any sex offense, or any charge involving child abuse or child neglect;
5. That we have never been denied a request for the custody of a child, a request for certification to adopt, or a request to adopt a child;
6. That no one in our/my home has ever had a child removed from their custody by the police, a child protective agency, or the court;
7. That no one in our/my home has ever been the subject of an investigation involving the alleged abuse or neglect of a child;
8. That no one in our/my home has ever been party to a dependency or severance action;
9. That we are not aware of any other court proceedings which have involved this child;

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
, Petitioner

\_\_\_\_\_  
, Petitioner

SWORN AND SUBSCRIBED to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by

\_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

### Adoption Script & Instructions

Before the matter is called: Give the **CLERK** the **CERTIFICATE OF ADOPTION**  
Give the **JUDGE** the **ORDER OF ADOPTION**

**Refer to the Petition to Adopt (on the right side of the file) for the info you will need**

**Adults need to be sworn in:** parents, caseworker (if present) & if the child being adopted is 12 or older

\*Have petitioners state their name: \*if step parent adoption, direct questions to the step parent first\*

\*if not step parent adoption can ask both parents the questions one right after the other\*

➤ “(Name of petitioner), would you please state your full name?”

\*Establish they live in Pima County

➤ “Do you live here in Pima County?” -demographical info paragraph I of petition-

\*Ask if they are petitioning to adopt the child

➤ “And you are petitioning to adopt (Name of child)?” -paragraph IV of petition-

➤ “And (child name)’s birth date is (dob of child)” -paragraph IV of petition-

\*repeat for all children if more than one\*

➤ “And the child has been living with you since (date of placement/or marriage date if step parent adoption) -paragraph III of petition-

➤ “Now, do you understand that you are taking on all the responsibilities and obligations just as if you were their natural parent?”

➤ “And that they take on all the rights as if they were your natural child/children, including the right to inherit from you?”

➤ “Do you believe that adopting the child/children is in their best interest?”

\*Now direct questions to the birth parent:

➤ “(name of birth parent), you are the child/children’s natural mother/father?”

➤ “Are you in favor of their adoption by your wife/husband?”

➤ “Do you believe it is in your child/children’s best interest?”

**\*Clarify if the child/children’s name is changing or staying the same –end of paragraph IV in petition- \*\*\*SPELL OUT NAME\*\*\***

**--If the child being adopted in 12 or older: ask them:**

➤ “Do you understand what is happening?”

➤ “Are you in favor of the adoption?”

➤ “Do you think it in in your best interest to be adopted?”

➤ “Do you agree with your name change (if there is one)?”

**\*If caseworker is present ask them:** “Do you have a recommendation for the Court?” (they will state their recommendation)

**That’s all.... The Judge will make their findings. Please give the family a copy of the Instructions sheet inside this folder**