

**STEP-PARENT ADOPTION CHECKLIST**

**ADOPTIVE STEP-PARENT**

**Full** Name: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Address/Phone No.: \_\_\_\_\_

Date/Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date/Place of Marriage: \_\_\_\_\_

Length of Time in Oregon: \_\_\_\_\_

Length of Time Living with Child to be Adopted: \_\_\_\_\_

Other Children in Home & Ages: \_\_\_\_\_

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

**BIRTH PARENT**

**Full** Name: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Address/Phone No.: \_\_\_\_\_

Date/Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date/Place of Marriage: \_\_\_\_\_

Length of Time in Oregon: \_\_\_\_\_

Other Children in Home & Ages: \_\_\_\_\_

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

**CHILD**

**Full Name:** \_\_\_\_\_

Date/Place of Birth (Hospital/City/State): \_\_\_\_\_

\_\_\_\_\_

In OR 6 or more months: \_\_\_\_\_ yes \_\_\_\_\_ no

Addresses Lived/Duration (Need Past 5 Years): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Custody Disputes: \_\_\_\_\_ yes \_\_\_\_\_ no

Grandparents (Parents of Relinquishing Legal/Birth Parent), Names/Addresses,  
amount/if any Contact, if so, When/Where: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name Change: \_\_\_\_\_ yes \_\_\_\_\_ no      New Name: \_\_\_\_\_

**RELINQUISHING LEGAL/BIRTH PARENT**

**Full Name:** \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Marital Status at time of Conception **and** Birth: \_\_\_\_\_

Address: \_\_\_\_\_

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

Relationship/Custody Status: \_\_\_\_\_

ICWA: \_\_\_\_\_ yes \_\_\_\_\_ no

(ICWA: Indian Child Welfare Act)

**COSTS:**

Circuit Court Filing Fee for Adoptions: \$265.00  
Amended Birth Certificate after Adoption: \$65.00\*

\*This is the cost for an **Oregon** born Birth Certificate. Prices vary by state. Please be advised that we have no control over the time frame to obtain the amended Birth Certificate. Each state is different and each Department of Vital Records works differently and can take anywhere from 6 weeks - 9 months.

**FLAT FEES FOR STEP-PARENT ADOPTIONS:**

No other birth/legal parent to Consent: \$1,500.00  
Birth/legal parent is Consenting: \$2,000.00  
Birth/legal parent is cited into Court: \$2,500.00 + cost of publication/service\*\*

\*\*This cost varies depending on the newspaper that publishes the legal notice, or the process serving company serving the absent birth/legal parent. The publication will be printed in the most common newspaper where the absent birth/legal parent resides, or was last known to reside. Additionally, **ATTORNEY FEES** are billed at an hourly rate, in the event there is the necessity of a trial or hearing.

**CLIENT AGREEMENT**

Payment of your account is due in full within thirty (30) days of billing. If an amount is not paid within sixty (60) days of the billing date, we reserve the right to terminate representation of you without notice, unless acceptable, written payment arrangements are made before the 60<sup>th</sup> day, and are strictly abided by. In such a situation, Client agrees that the matter can be turned over to collections.

NOTE: If our work is complete and you have not come in to sign documents within a thirty (30) day period, a bill for Attorney fees will be sent as though the matter has been completed.

**SIGNING BELOW MEANS YOU HAVE READ, FULLY UNDERSTOOD AND AGREED TO THE ABOVE.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE