

ADULT ADOPTION CHECKLIST

Note: This checklist is offered only as a quick reference guide for adoption petitions. It is not legal advice. Petitioners are strongly encouraged to read and follow the Oregon Revised Statutes (ORS) relevant to the type of adoption they are seeking. Following the checklist does not guarantee the court will grant the petition. While the court makes every effort to update the ORS citations and relevant content, petitioners remain responsible for following current ORS. If you have questions or concerns about filing an adoption petition, you may contact our Adoption Clerk at 503-584-4744.

Case Number: **Case Number** Name: **Adoptee’s Name** Date: **Date Filed**

Related Cases: **Related Case Numbers**

Adoption Clerk Notes: **Clerk Notes**

I. ADULT PETITION: ORS 109.329

Done		
<input type="checkbox"/>	Adoptee is age 18 or legally married.	
<input type="checkbox"/>	Describe identity and relations of each petitioner	
<input type="checkbox"/>	6 month residency requirement has been met by one of the following <input type="checkbox"/> petitioner(s) or <input type="checkbox"/> the person to be adopted	ORS 109.329(2)(a)
<input type="checkbox"/>	Venue- must reside in Marion County: <input type="checkbox"/> petitioner(s) or <input type="checkbox"/> the person to be adopted	ORS 109.329(2)(b)
<input type="checkbox"/>	Sufficient information in petition and/or attached affidavit for court to find that each petitioner: <input type="checkbox"/> understands the significance and ramifications of the adoption and <input type="checkbox"/> is not acting under duress, coercion, or undue influence	ORS 109.329(3)(a), ORS 109.329(3)(b)
<input type="checkbox"/>	Adoptee’s new name, if applicable. <input type="checkbox"/> N/A (It is OK to have one name for the birth certificate and a different name for the legal name)	
<input type="checkbox"/>	Adoptee’s biological parent’s names	
<input type="checkbox"/>	Consent required for: <input type="checkbox"/> petitioner(s) <input type="checkbox"/> adoptee	ORS 109.329(1)
<input type="checkbox"/>	Adoption report – Oregon Health Division Form 45-24 (or equivalent form from the state of the adoptee’s birth)	ORS 109.400(1) & 432.223

<input type="checkbox"/>	<p>Court may require notice be provided by each petitioner to any or all of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> N/A <input type="checkbox"/> the spouse of each petitioner <input type="checkbox"/> a person cohabiting with a petitioner who is interested in the affairs and welfare of the petitioner <input type="checkbox"/> the adult children of each petitioner 	<p>ORS 109.329(4)(d)</p>
<input type="checkbox"/>	<p><i>Court may do any of the following: appoint counsel for petitioner or proposed adoptee; appoint a visitor; hold a hearing; conduct a status conference including ex parte with one party excluded. Please note if any circumstances suggest possible elder abuse/lack of capacity of any party.</i></p>	<p>ORS 109.329(4)</p>

II. REQUIREMENTS FOR JUDGMENT:

<input type="checkbox"/>	<p>Must be a General Judgment of Adoption</p>	
<input type="checkbox"/>	<p>Must order that petitioner(s) is/are permitted to adopt the adoptee for all legal intents and purposes</p>	
<input type="checkbox"/>	<p>Must request the change to the of adoptee's name</p> <ul style="list-style-type: none"> <input type="checkbox"/> N/A 	
<input type="checkbox"/>	<p>Must request all records, papers and files in the record of the adoption case be sealed</p>	
<input type="checkbox"/>	<p>Any other relief requested by petitioner(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> N/A 	

III. POST JUDGMENT CLERK ACTIONS:

<input type="checkbox"/>	<p>Name added as NKA on the Parties Tab</p>	
<input type="checkbox"/>	<p>Judgment entered and notice sent</p>	
<input type="checkbox"/>	<p>Case closed</p>	
<input type="checkbox"/>	<p>Courtesy certified copy of judgment sent to the pro se petitioner or attorney</p>	
<input type="checkbox"/>	<p>Adoption report filled out, sealed and sent to Vital Stats with a certified copy of the judgment</p>	
<input type="checkbox"/>	<p>Remove any pending time standards</p>	