RELATED ADOPTION CHECKLIST

You are required to provide the following documentation/information to the Guardian *ad Litem* (GAL). Please note the GAL does not currently have access to the confidential court file. Thus, you must provide all entered orders as well as documentation listed below:

1. Petition

2. Interim Order (appoints GAL and Investigator)

3. Case Management Order (sets next court date)

4. Affidavit in Support of Petition to Adopt. Each Petitioner must complete the form. The *original* must be provided to the GAL [The form is available in a fillable PDF on the Clerk of Court website noted below.] The following documentation must be provided, along with the Affidavits:

A. Current photo IDs of both Petitioners. The address must match the address on the Affidavit. Also, the IDs need to be filed with the court.
B. Copy of a birth certificate for each child being adopted.
C. Copy of the current marriage certificate of the Petitioners, if applicable.
D. Copy of all judgments for divorce, for both Petitioners, if applicable.
E. Verification of Employment. A current pay stub is sufficient. Please redact any Social Security Numbers.
F. Default Order for Biological Parent, if applicable.
G. If a biological parent is deceased, a copy of the death certificate.

5. The adopting parent (and any persons residing in the home over the age of 17) must be fingerprinted and have a background check completed by the Illinois State Police and FBI, unless waived by court order. https://accuratebiometrics.com/

6. Both parties shall complete a CANTS form and return same to the GAL. The GAL will obtain results.

7. If the child to be adopted is 14 years of age or older, they must sign a consent, in open court.

8. The GAL will call the Petitioner's to verify information in the Affidavits submitted.

9. GAL fee, payable to Michelle M. Hughes, in the amount of $425.00 if appointed as GAL and Investigator in Interim order *9/30/24 and after*. The fee is payable upon appointment.

   My preferred method of payment is zelle at hugheslaw@mindspring.com. Or a check can be mailed to me at 221 N. LaSalle Suite 2200, Chicago IL 60601. Either way, please put the case number in the memo section.

After the GAL reviews the above, additional information and/or documentation may be required. You may be required to appear at the GAL's office with the child for an interview with the GAL. The GAL may require interviews with the child/children be conducted separately from the Petitioners.

Termination of the rights of a biological parent(s) is the responsibility of the Petitioners. It is not the responsibility of the GAL. The termination of biological parents' rights should be at least 2 weeks before finalization.

All documentation required must be in the possession of the GAL a minimum of 14 days prior to the scheduled date for entry of the judgment. Failure to comply with this rule will result in the necessity of a continuance. Documents can be turned in well in advance of the 2 weeks.

If there is a problem producing any of the documentation, contact the GAL immediately. I am happy to speak with practitioners. My telephone number is (312) 857-7287.

A copy of the Standing Order regarding adoptions and other information is available at www.cookcountycourt.org. Note: the website is not always up to date.

Some forms are available at http://www.cookcountyclerkofcourt.org

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