

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE FOR AN ADULT ADOPTION

STEP 1. Complete the following documents **and make at least 3 copies:**

- ***“Petition for Approval of Adoption Agreement for an Adult and for Decree of Adoption”***
- ***“Consent to Adult Adoption and Waiver of Notice”*** (to be completed by the spouse(s) of the Adoptor and Adoptee, if applicable)

STEP 2. Fill out the ***“Adult Adoption Cover Sheet”***.

STEP 3. FILE THE PAPERS AT THE COURT:

GO TO: GO TO THE CLERK OF COURT TO FILE YOUR PAPERS:

The Court is open from 8:00a.m. – 5:00p.m., Monday-Friday. You should go to the Court at least two hours before it closes. You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court
Old Courthouse

125 West Washington Street, 1st Floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Facility

222 East Javelina Avenue, 1st Floor
Mesa, Arizona 85210

The Clerk of the Superior Court
Northwest Court Facility

14264 West Tierra Buena Lane
Surprise, Arizona 85374

The Clerk of the Superior Court
Northeast Regional Court Center

18380 North 40th Street
Phoenix, AZ 85032

PAPERS: Give 1 **Adult Adoption Cover Sheet** and 1 original **Petition for Approval of Adoption Agreement for an Adult and Decree of Adoption** and (if applicable) **Consent to Adult Adoption, and Waiver of Notice** plus you're your copies to the Clerk along with the filing fee, payable with cash, AMEX/VISA/MasterCard debit or credit cards.

If you cannot afford the filing fee and/or Investigative Fee, you may request a *deferral* (payment plan) when you file your papers with the Clerk of the Court. **Deferral Applications** are available at no charge from the Self-Service Center.

FEES: A list of current fees is available from the Clerk of Court's website.

Make sure the filing clerk stamps both of your copies and returns them to you.

STEP 4. GET A COURT HEARING DATE:

A. Before obtaining a court date, you will need to be prepared to provide the following documents:

- **Petitioner’s Information Sheet to the Court Investigator (1 original – DO NOT FILE THIS DOCUMENT)**
- **Petition for Approval of Adoption Agreement for an Adult and Decree for Adoption (2 Copies)**
- **Consent to Adult Adoption and Waiver of Notice (if applicable) (2 Copies)**
- **Copies (NOT ORIGINALS or CERTIFIED COPIES) of the following (DO NOT FILE THESE DOCUMENTS):**
 - a. Birth Certificate of Adoptor (person adopting another)
 - b. Birth Certificate of Adoptor’s spouse (if applicable)
 - c. Marriage License of Adoptor (if applicable)
 - d. Birth Certificate of Adoptee (person being adopted)
 - e. Marriage License of Adoptee (if applicable)

(NOTE: You will be required to bring Originals or Certified Copies of these documents to your hearing, as stated in STEP 6)

B. If filing in downtown Phoenix at 125 West Washington, after filing walk a few feet to the right from the filing counter to **Probate Administration** to immediately ask to schedule a hearing,

OR

If filing at a court location where there is no Calendar Clerk available:

- **Bring your documents to the downtown Phoenix Probate Administration offices in- person to schedule the hearing.**
- **Present the documents listed above.**

Probate Administration will then provide you with a printout with information on when and where the hearing is, as well as the name of the assigned Judicial Officer.

THIS IS IMPORTANT INFORMATION. DON’T LOSE THIS DOCUMENT!

NOTE THE FOLLOWING:

- The hearing will be scheduled for 6-8 weeks from the date you submit your request.
- You may **FILE** at any of the Clerk of the Court locations listed above (see STEP 3); however, the hearing may be scheduled at a different court facility.

STEP 5. SERVE NOTICE:

Fill out the **Notice of Hearing** form (**PBAA18f**) with the information about time and place of the hearing that you obtained in Step 4 above and **SERVE NOTICE** to **everyone** who is legally entitled to know about the court case and what you have asked the Court to order concerning the person to be adopted. To “**serve**” notice means to deliver notice as required or permitted by law.

Persons entitled to notice may sign a notarized **Consent to Adult Adoption, and Waiver of Notice (PBAA13f)**, which will allow you to **NOT** serve notice to those persons, unless they later file to reverse that waiver.

READ THIS:

AFTER GIVING NOTICE TO ALL INTERESTED PERSONS:

- Complete the Declaration of Notice Provided stating how and when you gave notice.
- Make two (2) copies of the:
 - NOTICE OF HEARING**
 - CONSENT TO ADULT ADOPTION, AND WAIVER OF NOTICE (if any)**
 - DECLARATION OF NOTICE PROVIDED**
- *If filing in-person, do so at least 5 days before the hearing.*
 - *If you file the documents before the hearing, the Clerk will stamp and keep one set, and return the copies for you to bring with you to the hearing.*
- **If you are MAILING these documents to the Court:**
 - **Make a copy before mailing to keep and bring to the hearing.**
 - It is recommended that you post them 10 full days before the hearing.
 - The Probate Clerk will file the originals for you and deliver the copies to the Judicial Officer assigned to the hearing.
 - *Remember to bring your copies of the documents to the hearing.*

STEP 6. ATTEND THE HEARING:

BY law, the person being adopted (Adoptee) and the person adopting (Adoptor) must appear at the adoption hearing unless it is impossible to do so. If they cannot appear at the hearing, they must either be prepared to appear telephonically (if permitted by the Judge) or they must be represented at the hearing by an attorney.

BRING THESE DOCUMENTS TO YOUR HEARING:

- **2 copies of “Decree of Adoption” for the Judge to sign. One copy will go in the Court file and the other will be prepared for certification and returned to you.**
 - **There is a court fee for each certified copy.***
- **Photo identification for the Adoptor and Adoptee.**
- **Originals or Certified Copies of the following:**
 - Birth Certificate of Adoptor (person adopting another)
 - Birth Certificate of Adoptor’s spouse (if applicable)
 - Marriage License of Adoptor (if applicable)
 - Birth Certificate of Adoptee (person being adopted)
 - Marriage License of Adoptee (if applicable)

NOTE: If the Court has ordered that the name on your Arizona birth records be changed, you will need to provide the “Office of Vital Records” with a *Certified Copy* of the Order. You may purchase a new birth certificate at the Office of Vital Records for a fee.

**To get a certified copy of your court order you will need to present your Judge-signed copy to the Filing Counter within 48 hours. If you need additional copies after that time, you will need to go to the Court’s Customer Service Center at 601 W. Jackson Street in Phoenix.*

The State Vital Records Office at 1818 W. Adams, Phoenix, AZ. 85007, is only available for mail-in service. Vital Records general telephone number is 602-364-1300. Please call for another walk-in location. A fee is required for a change to any birth certificate.