

FAST TRACK 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: **Child's Name** Date: **Date Filed**

Child's Age: **Child's Age** Adoption Ceremony Requested: Yes No

Related Cases: **Related Case Numbers**

Adoption Clerk Notes: **Clerk Notes**

Complete a separate checklist for each child

This checklist is for all minor children subject to Fast Track (ORS 419B.529). *A Petition is not required.*

I. REQUIREMENTS:

Done	
<input type="checkbox"/>	One of these is required: <input type="checkbox"/> Juvenile court (circuit court) has entered an order of permanent commitment of a ward to DHS under ORS 419B.527 or <input type="checkbox"/> The parent has signed and DHS has accepted a release and surrender to the department, and the parent has signed: <input type="checkbox"/> A certificate of irrevocability and waiver; or <input type="checkbox"/> A certificate of waiver under the Indian Child Welfare Act regarding a child;
<input type="checkbox"/>	<input type="checkbox"/> DHS has completed a home study that finds the prospective parent(s) is/are suitable to adopt the child or ward and <input type="checkbox"/> DHS consents to the adoption of the child or ward by the prospective parent(s);
<input type="checkbox"/>	Written evidence of a home study and a placement report requesting the juvenile court to enter a judgment of adoption have been filed in the juvenile court proceeding
<input type="checkbox"/>	The prospective adoptive parent(s) file(s) the adoption report form required under ORS ORS 109.400
<input type="checkbox"/>	The prospective adoptive parent(s) file(s) an Adoption Summary and Segregated Information Statement with accompanying exhibits (see below)

II. ADOPTION SUMMARY AND SEGREGATED INFORMATION STATEMENT: ORS 109.287

An Adoption Summary and Segregated Information Statement (“ASSIS”) must be filed concurrently with petition.

<input type="checkbox"/>	<p>Each petitioner:</p> <input type="checkbox"/> full name <input type="checkbox"/> address <input type="checkbox"/> phone number	<p>ORS 109.287 (1)(a)</p>
<input type="checkbox"/>	<p>Child:</p> <input type="checkbox"/> current full name <input type="checkbox"/> proposed adoptive name <input type="checkbox"/> date of birth <input type="checkbox"/> place of birth	<p>ORS 109.287 (1)(b)</p>
<input type="checkbox"/>	<p>Person(s) who gave consent:</p> <input type="checkbox"/> N/A <input type="checkbox"/> parents of the child, or the survivor of them <input type="checkbox"/> guardian of the child, if the child has no living parent <input type="checkbox"/> next of kin in Oregon, if child has no living parent, no guardian <input type="checkbox"/> suitable person appointed by court to act as next friend of the child to give or withhold consent, if no one else to consent <p>Must include:</p> <input type="checkbox"/> name <input type="checkbox"/> address <input type="checkbox"/> telephone number	<p>ORS 109.287 (1)(c)</p>
<input type="checkbox"/>	<p>Person(s) or entity for whom consent is waived or not required:</p> <input type="checkbox"/> N/A <input type="checkbox"/> parent with a mental illness or disability <input type="checkbox"/> when custody of child has been awarded in divorce proceedings <input type="checkbox"/> parent has deserted or neglected the child <input type="checkbox"/> DHS or approved child caring agency of this state <input type="checkbox"/> when husband of biological mom is not the father <input type="checkbox"/> organization outside Oregon (acting in loco parentis) <p>Must include:</p> <input type="checkbox"/> name <input type="checkbox"/> relationship to the child	<p>ORS 109.287 (1)(d)</p>
<input type="checkbox"/>	<p>Information required by the UCCJEA. ORS ORS 109.701 to ORS 109.834</p>	<p>ORS 109.287 (1)(f)</p>
<input type="checkbox"/>	<p>Adoption agency that will be consenting, or has consented, to the adoption:</p> <input type="checkbox"/> N/A <input type="checkbox"/> name <input type="checkbox"/> address <input type="checkbox"/> telephone number	<p>ORS 109.287 (1)(g)</p>

<input type="checkbox"/>	Petitioner's Attorney: <input type="checkbox"/> name <input type="checkbox"/> address <input type="checkbox"/> bar number <input type="checkbox"/> telephone number Attorney representing person whose consent is required: <input type="checkbox"/> N/A <input type="checkbox"/> name <input type="checkbox"/> address <input type="checkbox"/> bar number <input type="checkbox"/> telephone number	ORS 109.287 (1)(h)
<input type="checkbox"/>	Indication of the type of adoption: <input type="checkbox"/> private agency adoption, whether domestic or international <input type="checkbox"/> nonrelated independent adoption <input type="checkbox"/> re-adoption in a foreign nation under ORS ORS 109.385 <input type="checkbox"/> relative independent adoption <input type="checkbox"/> stepparent independent adoption <input type="checkbox"/> an independent adoption--one petitioner retains parental rights <input type="checkbox"/> out-of-state public agency adoption <input type="checkbox"/> an adoption in which DHS consents under ORS ORS 109.325 <input type="checkbox"/> Other (specify): <i>other type</i>	ORS 109.287 (1)(i)

REQUIRED EXHIBITS TO THE ASSIS: ORS 109.287

<input type="checkbox"/>	Home study or written evidence that home study has been approved or DHS waiver	ORS 109.287 (2)(a); ORS 109.276
<input type="checkbox"/>	Report of adoption on a form prescribed and furnished by the State Registrar of the Center for Health Statistics as required under ORS 432.223	ORS 109.287 (2)(b)
<input type="checkbox"/>	Medical history of the child and of the biological parents as required under ORS ORS 109.342 (Not required for step-parent ORS ORS 109.342) <input type="checkbox"/> N/A	ORS 109.287 (2)(c)
<input type="checkbox"/>	Must amend the ASSIS if any information changes prior to judgment (Require amendment if a change is apparent from the file)	ORS 109.287 (4)

Note: ASSIS and exhibits are confidential. Must be segregated in file and may not be inspected or copied except as provided under ORS ORS 109.305-ORS 109.410 or ORS 109.425-ORS 109.507. ORS ORS 109.317(5)



DID THE PARTIES REQUEST AN ADOPTION CEREMONY?

III. REQUIREMENTS FOR JUDGMENT:

<input type="checkbox"/>	Must be a General Judgment of Adoption	ORS 109.285(2)(a)
<input type="checkbox"/>	Must order that petitioner(s) is/are permitted to adopt child as the child of the petitioner(s) for all legal intents and purposes	ORS 109.285(2)(b)
<input type="checkbox"/>	Must indicate a finding that the court has jurisdiction over adoption, parties, and the minor child	ORS 109.285(2)(c)
<input type="checkbox"/>	Must state that the requirements of ICWA have been satisfied, <i>if ICWA applies</i> <input type="checkbox"/> N/A	ORS ORS 109.350
<input type="checkbox"/>	Must indicate what happens for each biological parents rights: Mother: <input type="checkbox"/> parental rights were previously terminated <input type="checkbox"/> parental rights to be terminated by adoption or; <input type="checkbox"/> parental rights to be retained (EG step-parent or same sex adoptive parents) Father: <input type="checkbox"/> non-paternity <input type="checkbox"/> parental rights were previously terminated <input type="checkbox"/> parental rights to be terminated by adoption <input type="checkbox"/> parental rights to be retained (EG step- parent or same sex adoptive parents)	ORS 109.285(2)(d)
<input type="checkbox"/>	Must request the change to the minor child's name <input type="checkbox"/> N/A	ORS 109.285(2)(e)
<input type="checkbox"/>	Must include a finding that a continuing contact agreement (CCA) entered into: <input type="checkbox"/> N/A <input type="checkbox"/> is in the best interests of the child and <input type="checkbox"/> if the minor child is 14 years old+, the child has consented to the CCA, and <input type="checkbox"/> court incorporate the CCA by reference into adoption judgment	ORS 109.285(2)(f); ORS 109.268
<input type="checkbox"/>	Must request that the court require preparation of and certify a report of adoption as provided in ORS 432.415	ORS 109.285(2)(g)
<input type="checkbox"/>	Must request all records, papers and files in the record of the adoption case be sealed	ORS 109.285(2)(h)
<input type="checkbox"/>	Any other relief requested by petitioner(s) <input type="checkbox"/> N/A	ORS 109.285(2)(i)

IV. POST JUDGMENT ADOPTION CLERK ACTIONS:

<input type="checkbox"/>	Name added as NKA on the Parties Tab	
<input type="checkbox"/>	Judgment entered and notice sent	

<input type="checkbox"/>	Case closed	
<input type="checkbox"/>	Courtesy certified copy of judgment sent to the pro se petitioner(s) or attorney	
<input type="checkbox"/>	Adoption report filled out, sealed and sent to Vital Stats with a certified copy of the judgment	
<input type="checkbox"/>	Form 1216 filled out, sealed and sent to DHS with a certified copy of the judgment	
<input type="checkbox"/>	Remove any pending time standards	