

## PRIMARY 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 except those subject to Fast Track (ORS 419B.529) or Foreign Adoptions. Use separate and specific checklists for those.

#### **I. PETITION: ORS 109.276; ORS 109.285(1)**

Done		
<input type="checkbox"/>	Signed by the petitioner(s) (notarization not required)	ORS 109.285(1)
<input type="checkbox"/>	The full name of each petitioner	ORS 109.285(1)(a)
<input type="checkbox"/>	<input type="checkbox"/> state of residency of the petitioner(s) <b>and</b> <input type="checkbox"/> length of residency of the petitioner(s) in that state	ORS 109.285(1)(b)
<input type="checkbox"/>	One of the following has been an Oregon resident for at least 6 months: <input type="checkbox"/> petitioner(s) <input type="checkbox"/> the child <input type="checkbox"/> one parent <input type="checkbox"/> person consenting to adoption (not an adoption agency)	ORS 109.285(1)(b) ORS 109.276(2)
<input type="checkbox"/>	Current marital or domestic partnership status of the petitioner(s): <input type="checkbox"/> married <input type="checkbox"/> domestic partner <input type="checkbox"/> single	ORS 109.285(1) (c)
<input type="checkbox"/>	Explanatory statement as to why the petitioner(s) is/are of "sufficient ability to bring up the minor child and furnish suitable nurture and education" the child as required in ORS 109.350. <i>Examples (must meet two of those listed below):</i> <input type="checkbox"/> employment of petitioner, such as employer and length of employment <input type="checkbox"/> sufficiency of income <input type="checkbox"/> type of residence and space for child <input type="checkbox"/> ability to provide medical care <input type="checkbox"/> plans for schooling <input type="checkbox"/> success with other children, if any	ORS 109.285(1) (d)

<input type="checkbox"/>	<p><b>Jurisdiction</b> - one of the following has met:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the minor child has resided in the state for at least six consecutive months immediately prior to filing</li> <li><input type="checkbox"/> one parent or another person consenting to adoption (not an adoption agency) has resided in the state for at least six consecutive months immediately prior to filing</li> <li><input type="checkbox"/> prospective adoptive parent resided in the state for six consecutive months <b>and</b> substantial evidence is available in this state concerning the present or future care of the child</li> <li><input type="checkbox"/> it appears that no court of another state would have jurisdiction under circumstances substantially in accordance with the three prior options (listed above)</li> <li><input type="checkbox"/> a court of another state has declined to exercise jurisdiction on the grounds that this state is a more appropriate forum to hear a petition for adoption of the minor child and it is in the best interests of the minor child that a court of this state assume jurisdiction</li> </ul>	<p>ORS 109.285(1)(e) ORS 109.276 (4) and (5)</p>
<input type="checkbox"/>	<p><b>Venue</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> county child has most significant connection with <b>or</b></li> <li><input type="checkbox"/> county in which the licensed adoption agency is located</li> </ul>	<p>ORS 109.285(1)(e); ORS 109.276 (4) and (5)</p>
<input type="checkbox"/>	<p>Child:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> full name</li> <li><input type="checkbox"/> gender</li> <li><input type="checkbox"/> date of birth</li> <li><input type="checkbox"/> place of birth</li> </ul>	<p>ORS 109.285(1)(f)</p>
<input type="checkbox"/>	<p>Marital or domestic partnership status of the bio mom at (all 3): conception: <input type="checkbox"/> married <input type="checkbox"/> DP <input type="checkbox"/> single date of birth: <input type="checkbox"/> married <input type="checkbox"/> DP <input type="checkbox"/> single 300 days prior to child's DOB: <input type="checkbox"/> married <input type="checkbox"/> DP <input type="checkbox"/> single</p>	<p>ORS 109.285(1)(g)</p>
<input type="checkbox"/>	<p><input type="checkbox"/> statement that <b>ICWA</b> does not apply <b>and</b></p> <p><input type="checkbox"/> a finding that petitioner complied with inquiry under ORS 419B.636 <b>OR</b></p> <p><input type="checkbox"/> statement of the efforts to notify the appropriate Indian tribe or tribes of the adoption; <b>and</b></p> <p style="padding-left: 40px;"><input type="checkbox"/> statement of efforts to comply with the placement preferences of ICWA or appropriate Indian tribe <b>OR</b></p> <p style="padding-left: 40px;"><input type="checkbox"/> statement that under 419B.654(3) there is clear and convincing evidence to support alternative placement</p>	<p>ORS 109.285(1)(h)(A) and (B) and (C), 419B.636(2)</p>
<input type="checkbox"/>	<p>Person who has given a release or surrender:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> <li><input type="checkbox"/> name</li> <li><input type="checkbox"/> relationship to child</li> <li><input type="checkbox"/> date of release or surrender</li> </ul>	<p>ORS 109.285(1)(i); 418.270</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><b><u>Must include:</u></b></p> <input type="checkbox"/> name <input type="checkbox"/> relationship to the child <input type="checkbox"/> date consent was given	<p>ORS 109.285(1)(j)</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><b><u>Must include:</u></b></p> <input type="checkbox"/> name <input type="checkbox"/> relationship to the child	<p>ORS  109.285(1)(k);  ORS 109.322,  ORS 109.323,  ORS 109.324,  ORS 109.325,  ORS 109.326,  ORS 109.327</p>
<input type="checkbox"/>	<p>Person(s) who have signed/attested to written certificate of irrevocability and waiver as provided in ORS 109.321 (2):</p> <input type="checkbox"/> N/A <input type="checkbox"/> name <input type="checkbox"/> relationship to the child	<p>ORS  109.285(1)(L)  ORS 109.321</p>
<input type="checkbox"/>	<p>Statement of facts and circumstances under which petitioner(s) obtained physical custody of the child, including</p> <input type="checkbox"/> date of placement with the petitioner for adoption, <b>and</b> <input type="checkbox"/> name <b>and</b> <input type="checkbox"/> relationship to the minor child of the individual or entity placing the minor child with the petitioner(s)	<p>ORS  109.285(1)(m)</p>
<input type="checkbox"/>	<p><input type="checkbox"/> Length of time child in the physical custody of the petitioner(s); <b>or</b>  <input type="checkbox"/> if child <b>not</b> in physical custody of the petitioner(s) the reason why <b>and</b>  <input type="checkbox"/> date and manner in which the petitioner(s) will obtain custody of child</p>	<p>ORS  109.285(1)(n)</p>
<input type="checkbox"/>	<p>Whether a continuing contact agreement exists under ORS 109.305:</p> <input type="checkbox"/> no <input type="checkbox"/> yes, <b>and</b> <input type="checkbox"/> names of the parties to the agreement <b>and</b> <input type="checkbox"/> date of execution	<p>ORS  109.285(1)(o)</p>

<input type="checkbox"/>	Statement that notice about voluntary adoption registry and registry's services has been made (Independent Adoption only) <input type="checkbox"/> N/A	ORS 109.285(1)(p); ORS 109.353
<input type="checkbox"/>	Statement that birth parent consenting to adoption received written notice of right to payment for three sessions of counseling. Exceptions: <input type="checkbox"/> neither parent consented to adoption ORS 109.346(1) <input type="checkbox"/> parent relinquished parental rights to DHS ORS 109.346(5)(a) <input type="checkbox"/> step-parent adoption or adoption in which one parent retains parental rights ORS 109.346(5)(b) <input type="checkbox"/> foreign adoption ORS 109.346(5)(c) <input type="checkbox"/> child born in foreign country, adopted in Oregon, and whereabouts of parents unknown ORS 109.346(5)(d)	ORS 109.285(1)(q); ORS 109.346
<input type="checkbox"/>	Statement that information required by UCCJEA has been provided in the ASSIS under ORS 109.317	ORS 109.285(1)(r); ORS 109.701-ORS 109.834
<input type="checkbox"/>	Statement regarding the Interstate Compact on the Placement of Children <input type="checkbox"/> does not apply <input type="checkbox"/> does apply, <b>and</b> <input type="checkbox"/> statement of efforts undertaken to comply with the compact	ORS 109.285(1)(s)
<input type="checkbox"/>	Statement that current home study is/was <input type="checkbox"/> completed <input type="checkbox"/> waived <input type="checkbox"/> waiver was requested	ORS 109.285(1)(t); ORS 109.276(7)
<input type="checkbox"/>	A declaration made under penalty of perjury that the petition, and the information and statements contained in the petition, are true to the best of the petitioner's knowledge and belief and that the petitioner(s) understand(s) the petition and information and statements contained in the petition, may be used as evidence in court and are subject to penalty for perjury.	ORS 109.285(1)(u)
<input type="checkbox"/>	Must request entry of a general judgment of adoption	ORS 109.285(2)(a)
<input type="checkbox"/>	Must request that petitioner(s) be 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 request finding that the court has jurisdiction over adoption, parties, and the minor child	ORS 109.285(2)(c)

<input type="checkbox"/>	<p>Must request the following regarding the biological parents:</p> <p><b>Mother:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> parental rights were previously terminated</li> <li><input type="checkbox"/> parental rights to be terminated by adoption or;</li> <li><input type="checkbox"/> parental rights to be retained (EG step-parent or same sex adoptive parents)</li> </ul> <p><b>Father:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> non-paternity</li> <li><input type="checkbox"/> parental rights were previously terminated</li> <li><input type="checkbox"/> parental rights to be terminated by adoption</li> <li><input type="checkbox"/> parental rights to be retained (EG step- parent or same sex adoptive parents)</li> </ul>	ORS 109.285(2)(d)
<input type="checkbox"/>	<p>Must request approval of a change to the minor child's name</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> </ul>	ORS 109.285(2)(e)
<input type="checkbox"/>	<p>Must request finding that a continuing contact agreement (CCA) entered into:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> <li><input type="checkbox"/> is in the best interests of the child <b>and</b></li> <li><input type="checkbox"/> if the minor child is 14 years old+ the child has consented to the CCA, <b>and</b></li> <li><input type="checkbox"/> court incorporate the CCA by reference into adoption judgment</li> </ul>	ORS 109.285(2)(f); ORS 109.268
<input type="checkbox"/>	<p>Must request that court require preparation of and certify a report of adoption as provided in ORS 432.223</p>	ORS 109.285(2)(g)
<input type="checkbox"/>	<p>Must request that all records, papers and files in the record of the adoption case be sealed as provided under ORS 109.319</p>	ORS 109.285(2)(h)
<input type="checkbox"/>	<p>Must specify any other relief requested by the petitioner(s)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> </ul>	ORS 109.285(2)(i)
<input type="checkbox"/>	<p>If petition is missing any required information, there must be information or a statement why the information has been omitted.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> </ul>	ORS 109.285(1)

**REQUIRED EXHIBITS TO THE PETITION: ORS 109.285(3)**

<input type="checkbox"/>	<p>Any written release or surrender of the minor child for adoption, or a written disclaimer of parental rights</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> </ul>	ORS 109.285(3)(a)
<input type="checkbox"/>	<p>Any written consent to the adoption</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> </ul>	ORS 109.285(3)(b)
<input type="checkbox"/>	<p>Any certificate of irrevocability and waiver</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> </ul>	ORS 109.285(3)(c)
<input type="checkbox"/>	<p>Any continuing contact agreement under ORS 109.305</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> N/A</li> </ul>	ORS 109.285(3)(d)
<input type="checkbox"/>	<p>The written disclosure statement required under ORS 109.311; (the financial disclosure statement)</p>	ORS 109.285(3)(e)

<input type="checkbox"/>	Any other supporting documentation necessary to comply with the petition requirements in this section and ORS 109.309 <input type="checkbox"/> N/A	ORS 109.285(3)(f)
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**SERVICE OF PETITION: ORS 109.285(5)**

<input type="checkbox"/>	Within 30 days after filing petition with the court, petitioner(s) shall serve DHS by registered or certified mail with return receipt requested, or by personal service, with: <input type="checkbox"/> Petition <input type="checkbox"/> Exhibits <input type="checkbox"/> Adoption Summary and Segregated Information Statement including exhibits	ORS 109.285(5)(a)
<input type="checkbox"/>	If one of the child's biological or adoptive parents retains parental rights, service by registered or certified mail with return receipt requested, or by personal service on: <input type="checkbox"/> N/A <input type="checkbox"/> all persons whose consent is required by ORS 109.321 unless the person's consent is filed with the court <input type="checkbox"/> on the parents of the party whose parental rights would be terminated, if the names and addresses are known to or readily ascertainable by the petitioner	ORS 109.285(5)(b)
<input type="checkbox"/>	When a parent of the child is deceased or incapacitated (defined like guardianship); must serve petition on the parents of the deceased or incapacitated parent, if the names and addresses are known to or readily ascertainable by the petitioner <input type="checkbox"/> N/A	ORS 109.285(5)(c)
<input type="checkbox"/>	If the child is an Indian child, within 30 days service on <input type="checkbox"/> each tribe of which the child may be a member or have eligibility for membership <input type="checkbox"/> child's parents <input type="checkbox"/> the child's Indian custodian <input type="checkbox"/> US Bureau of Indian Affairs Regional Director	ORS 109.285 (5) (A)
<input type="checkbox"/>	Service required by this subsection is waived by the court for good cause. <input type="checkbox"/> N/A <input type="checkbox"/> yes <input type="checkbox"/> no Reason: <b><i>Reason service not required</i></b>	ORS 109.285(5)(e)

**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><b><u>Must include:</u></b></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><b><u>Must include:</u></b></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 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"/>	<b>Petitioner's Attorney:</b> <input type="checkbox"/> N/A <input type="checkbox"/> name <input type="checkbox"/> address <input type="checkbox"/> bar number <input type="checkbox"/> telephone number <b>Attorney representing person whose consent is required:</b> <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"/>	<b>Indication of the type of adoption:</b> <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 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 109.325 <input type="checkbox"/> Other (specify): <b><i>other type</i></b>	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 109.342 (Not required for step-parent 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 109.305-ORS 109.410 or ORS 109.425-ORS 109.507. ORS 109.317(5)*

**III. CONSENTS AND SUBSTITUTES FOR BIOLOGICAL FATHER: ORS 109.301**

<input type="checkbox"/>	Deceased	ORS 109.301 (1)(a)
<input type="checkbox"/>	Consent filed with the court or included in petition	ORS 109.301 (1)(a)



<input type="checkbox"/>	Parental rights terminated: <input type="checkbox"/> certified copy of court order permanently committing child to agency's jurisdiction; <b>and</b> <input type="checkbox"/> written formal consent by the department or agency	ORS 109.325(b), (c), ORS 109.324(4)
<input type="checkbox"/>	Surrendered child for adoption: <input type="checkbox"/> copy of the parent's consent to the surrender; <b>and</b> <input type="checkbox"/> written formal consent by the department or agency	ORS 109.325(1)(a), (c) ORS 109.324(4)
<input type="checkbox"/>	Consent by agency, public or private, located outside of the state of Oregon: <input type="checkbox"/> certified copy of court order <b>or</b> <input type="checkbox"/> consent from parent that authorizes agency to give consent under the law of the other jurisdiction; <b>and</b> <input type="checkbox"/> written consent of the agency, showing that sufficient and satisfactory investigation of the adopting parties has been made	ORS 109.327(1) ORS 109.327(2)
<input type="checkbox"/>	When a parent does not consent to the Adoption, petitioner must serve the parent with: <input type="checkbox"/> order to show cause <input type="checkbox"/> summons served, <b>and</b> <input type="checkbox"/> parent fails to file response in 30 days	ORS 109.330; ORS 109.330(6)
<input type="checkbox"/>	<input type="checkbox"/> Court order that consent is not required	ORS 109.322,ORS 109.324
<input type="checkbox"/>	Statement that putative father has received notice of the adoption <b>OR</b> notice is not required because (all 3 required): <input type="checkbox"/> paternity not established <input type="checkbox"/> verified statement of mother or petitioner; or affidavit of other person with knowledge; that father has not resided with the child in the last 60 days or tried to contribute to child's support within the past year <input type="checkbox"/> statement from petitioner that the notice of the initiation of filiation proceedings was not on file with the Center for Health Statistics of the Oregon Health Authority prior to the child being placed in physical custody of petitioner or prior to the initiation of the proceeding	ORS 109.096

#### IV. CONSENTS AND SUBSTITUTES FOR BIOLOGICAL MOTHER: ORS 109.301

<input type="checkbox"/>	Deceased	ORS 109.301 (1)(a)
<input type="checkbox"/>	Consent filed with the court or included in petition	ORS 109.301 (1)(a)
<input type="checkbox"/>	Parental rights terminated: <input type="checkbox"/> certified copy of court order permanently committing child to agency's jurisdiction; <b>and</b> <input type="checkbox"/> written formal consent by the department or agency	ORS 109.325(b), (c), ORS 109.324(4)
<input type="checkbox"/>	Surrendered child for adoption: <input type="checkbox"/> copy of the parent's consent to the surrender; <b>and</b> <input type="checkbox"/> written formal consent by the department or agency	ORS 109.325(1)(a), (c) ORS 109.324(4)

<input type="checkbox"/>	Consent by agency, public or private, located outside of the state of Oregon: <input type="checkbox"/> certified copy of court order <b>or</b> <input type="checkbox"/> consent from parent that authorizes agency to give consent under the law of the other jurisdiction; <b>and</b> <input type="checkbox"/> written consent of the agency, showing that sufficient and satisfactory investigation of the adopting parties has been made	ORS 109.327(1) ORS 109.327(2)
<input type="checkbox"/>	When a parent does not consent to the Adoption, petitioner must serve the parent with: <input type="checkbox"/> order to show cause <input type="checkbox"/> summons served, <b>and</b> <input type="checkbox"/> parent fails to file response in 30 days	ORS 109.330; ORS 109.330(6)
<input type="checkbox"/>	<input type="checkbox"/> Court order that consent is not required	ORS 109.322,ORS 109.324

**V. MISCELLANEOUS CONSENTS AND SUBSTITUTES: ORS 109.301**

<input type="checkbox"/>	<input type="checkbox"/> child, if 14 years of age or older <input type="checkbox"/> N/A	ORS 109.328
<input type="checkbox"/>	If no living parent, need consent from one of the following: <input type="checkbox"/> N/A <input type="checkbox"/> guardian <input type="checkbox"/> if no guardian, next of kin in this state <input type="checkbox"/> if no guardian or next of kin, a suitable person appointed by the court to give or withhold consent	ORS 109.301 (1) (b) ORS 109.301 (1) (c) ORS 109.301 (1) (d)

**VI. OTHER REQUIREMENTS:**

<input type="checkbox"/>	Placement report or waiver of placement report by DHS. DHS may designate an Oregon licensed adoption agency to do the placement report	ORS 109.276 (8)(a)
<input type="checkbox"/>	ICWA compliance report received from DHS	ORS 109.278
<input type="checkbox"/>	Check to see that a judgment can be entered because: <input type="checkbox"/> 90 days have passed since service on DHS, <b>or</b> <input type="checkbox"/> DHS waives remainder of 90-day period	ORS 109.276 (10)
<input type="checkbox"/>	Odyssey checked (statewide) to make sure no juvenile cases pending. <input type="checkbox"/> none <input type="checkbox"/> yes - If juvenile case appears, check with assigned judge to make sure OK to complete the adoption	
<input type="checkbox"/>	Court order indicating that petitioner satisfied the requirements of ORS 419B.636 (2) and, if applicable ORS 419B.639 (2).	ORS 109.278(2)(a)



**DID THE PARTIES REQUEST AN ADOPTION CEREMONY?**

**VII. 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 109.350
<input type="checkbox"/>	Must indicate what happens for each biological parents rights: <b>Mother:</b> <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) <b>Father:</b> <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 <b>and</b> <input type="checkbox"/> if the minor child is 14 years old+, the child has consented to the CCA, <b>and</b> <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)

**VIII. 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 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	