

Adoption Day Step-by-Step

1. Remember to fax a copy of the Petition to the Judge by 3:00 pm the day before.
2. Have the client come in early to review everything. Ideally, the client should arrive by 10:30.
3. Have the client review everything that we have prepared and will file.
4. The client should sign: the Petition for Adoption, Certificate of Adoption, CANTS form, (as necessary) a 298 petition, an Affidavit of service by publication. Make 4 copies of all documents. Copy documents to be signed after signing.

Head to Daley Center. It is good to arrive to Daley around 12:30 so you can arrive at the Courtroom by 1:25.

5. Go to 1202 and file the adoption packet: Petition, Summons (child/parents if applicable), Cover Sheet, CLSP. At this point we will be given the case number. This case number should be hand written on all papers. With case number, you can also identify your GAL. Put GAL's name in Interim Order as gal (and investigator if related case).
6. Walk to 701 and have the child served. If you have time, go ahead and place any other summons for service on parent(s)
7. Go to Courtroom 1703. Next door to the Courtroom is a playroom. Talk to client and explain what happens. Client and children wait in playroom.
8. Go into the Courtroom. Sign up by writing attorney name and case number in the calendar book under "presentation". Then we sit and wait.
9. Double Check your packet for the judge: Petition, (Interim) Order, Case Management Order, Order for Free Publication/298 Petition, Order waiving OACCA Background Check Fee.
10. When case number is called, step up, hand the Judge the Order(s), introduce yourself and the case. Inform the court about any unique termination/service issues on parents. Request any relief pursuant to separate motion (waive fees, waive crim background check, etc.). Ask for Case Management Date (60 days related, 90 days unrelated). Get 2-3 copies of all orders and get them stamped. Get copies of the orders entered.
11. Clients will be invited in and court will communicate rather informally with them. Upon completion of court, clients will go back to waiting room. Ask them to wait for you.