



17th Judicial Circuit Court for the County of Kent

Adoption Department

CONFIDENTIAL INTERMEDIARY SERVICES PROCEDURE

When an adult adoptee, adoptive parent, former parent, adult former sibling, former grandparent, or direct descendants of a deceased adult adoptee, contacts the Court for Intermediary Services, the following procedures shall be followed:

- Petitioner or adoption agency will submit to the Court the Petition and Order to Appoint Confidential Intermediary and **\$20.00 filing fee**. Check or money order should be made out to the **17th Judicial Circuit Court-Family Division**. Completed petition and check can be mailed to:

Attn: Holly Hernandez

17th Circuit Court Adoption Department

180 Ottawa Ave NW Suite 3500

Grand Rapids, MI 49503
- Petitioner will be notified, by mail, of the approval or denial of their petition. This will not happen until a search for a consent or denial is completed through the Central Adoption Registry in Lansing. This process is currently taking approximately 4 weeks.
- Upon approval of the Petition and Order, the Court will notify the intermediary by mail. A copy of the Petition will be sent to the intermediary.
- The petitioner shall contact the intermediary. The intermediary will explain his/her services, and the petitioner will pay the intermediary fee directly to the intermediary. Petitioner may be asked to sign an additional contract or fee agreement with the intermediary. The intermediary will record specific questions that the petitioner has if the person being sought cannot or will not reunite.
- The intermediary will begin the search following the receipt of the fee for service. A search can take from three to six months but may take longer depending on the circumstances of the case.
 - The intermediary may arrange for the reunion unless the parties prefer to do so on their own.
 - The intermediary shall file a written report with the Court, within 6 months of receiving the fee for service. This report will include the efforts to search and any contacts made. The Court will assist in making referrals to support groups, counseling services, or other professional services if necessary.

- When contact is made with the person being sought, and if the person **cannot or will not reunite** with the petitioner, the intermediary will see if the person is willing to:
 - Write a letter and share updated non-identifying information, and concerns about releasing identifying information and reuniting.
 - Write a letter addressing specific questions from the petitioner presented through the intermediary.
 - Provide pictures.
 - Write a medical update or complete a medical background form about their family.
 - Accept the name, address, phone number, pictures, or letter from the petitioner. This would enable them to make contact later, should their circumstances change.
 - Accept a list of support groups in their community and the intermediary's contact information in the event they would like to contact the intermediary/agency later.
 - Receive a packet of educational information about adoption searches and reunions.

FEES FOR SERVICES:

The intermediary will charge a fee for services (current amount is \$300) or may charge for actual expenses incurred in performing their services. The fee is non-refundable. The fee is for services provided and is in no way dependent upon the outcome of the search.

STATE OF MICHIGAN 17th JUDICIAL CIRCUIT - FAMILY DIVISION KENT COUNTY	PETITION AND ORDER TO APPOINT CONFIDENTIAL INTERMEDIARY	CASE NO. and JUDGE
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Court address _____ Court telephone no. _____

In the matter of _____
Full birth name of child _____ Date of birth _____

Adopted name, if known: _____

PETITION

1. I am an adult adoptee. adoptive parent of the adoptee who is a minor.
 adult child of the deceased adoptee whose date of death is _____
Date

I REQUEST that the court appoint a confidential intermediary to search for and contact a former family member of mine who is believed to be my
 mother. father. grandparent. adult sibling.

2. I am a **former family member** of the adoptee. I am the adoptee's
 parent. grandparent. adult sibling.

I REQUEST that the court appoint a confidential intermediary to search for and contact
 the adult an adult child of the deceased adoptee whose date of death is _____
Date

Date

Signature of petitioner _____ Address _____

Name of petitioner (type or print) _____ City, state, zip _____ Telephone no. _____

ORDER

3. Date of hearing: _____ Judge: _____

4. _____ is appointed confidential intermediary to search for and contact
Name (type or print)
 the former mother. the former father. the former grandparent.
 the adult adoptee. an adult child of the deceased adoptee. adult sibling.

The confidential intermediary shall file with the court within 6 months of this order a written report of the intermediary's efforts to search for and contact the individual and any results. The confidential intermediary shall have access to the adoptee's court file and records.

5. The former mother former father has on file with the central adoption registry a denial of consent to the release of identifying information. The petition to search for that former parent is denied.

Judge signature and date