

IN RE: ADOPTION PROCEEDINGS)
) AMENDED STANDING ORDER
) REGARDING SUBMISSION OF
) ORIGINAL AND CERTIFIED
) DOCUMENTS IN ADOPTION CASES

4. Reference and Supporting Documents

Original reference letters.

All consent forms must be filed in original form.

5. Notice and Service Documents

Certified Mail Service

Motion to allow service by certified mail.

Original Petitioner's Notice of Hearing form.

The original USPS "green card" (return receipt) demonstrating service.

Service by Publication

Motion to allow publication.

Notice by publication is required when a parent is unknown, their whereabouts are genuinely unknown, or the mother refuses to identify the birth father.

6. Department of Human Resources Exception

Original copies of all required reports must be filed in every case, unless the Alabama Department of Human Resources (DHR) is the filing agency.

7. Related Adoption Petition

The petition must clearly specify the **paternal or maternal relationship**, for example, state *maternal grandmother* or *paternal uncle*, rather than simply *grandmother*, *aunt*, or *uncle*.

8. Completed Petition for Adoption

The completed petition must be signed by each petitioner and notarized.

Additionally, it must be signed by the attorney, including the attorney's contact information.

IT IS FURTHER ORDERED that the Clerk of Court shall not accept for filing any documents that fail to comply with the above requirements, unless otherwise directed by the Court.

SO ORDERED this 30th day of March, 2026.



(SEAL)