Sample

Order to Produce Documents

The attached Order to Produce Documents is designed to accelerate the adoption finalization process following the identification of an adoptive placement.

Delays can occur after an adoptive placement is selected while the necessary documents are collected. The time it takes to locate and gather these documents — including birth certificates, social security cards, petitions, transcripts, etc. — could cause a significant delay in a child’s case that could otherwise move forward to permanency.

The Order to Produce Documents is intended to address this simple but common barrier. At the termination of parental rights, the court may order production of all documents necessary for the adoption petition. This way, the documentation can be easily accessed once the adoption petition is filed.

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# IN THE JUVENILE COURT OF COUNTY, STATE

**CASE NO.: DIVISION:**

**IN THE INTEREST OF:**

**MINOR CHILD(REN).**

/

# ORDER TO PRODUCE DOCUMENTS

**THESE MATTERS** having come before the Court and upon review of court files, evidence, testimony and otherwise being duly advised in the premises, and the Court finding that for children to languish in foster care longer than one year is not in the Child(ren)’s best interest and violates [insert state statute re: permanency timelines], and consistent with concurrent planning as required by [insert state statute re: concurrent planning], it is hereby

**ORDERED** that within **thirty (30)** days from the entry of this Order, the Director, Chief Executive Officer, or such other person with ultimate responsibility for operating the child welfare services agency copied herewith as recited below, shall produce legible copies of the following documents:

1. Child(ren)’s Birth Certificate;
2. Child(ren)’s Social Security card, **or,** completed application for a Social Security card which has been submitted to Social Security Administration**;**
3. Signed Shelter Petition (do not include review of shelter petitions);
4. Shelter Order(s) (do not include review of shelter orders);
5. Pre-Disposition Study or waiver;
6. Judicial Review Report, (Last submitted before advisory hearing on petition for termination of parental rights);
7. Judicial Review Order entered after the Judicial Review referenced above #6);
8. Termination of Parental Rights Petition;
9. Disposition Order of Termination of Parental Rights on both parents;
10. All Psychological Evaluations of child(ren);
11. All Comprehensive Assessments of child(ren);
12. Medical Records from birth of the child(ren) to date, including immunization records;
13. Form from most recent medical examination of the child(ren);
14. Child in Care Medicaid and Title IV-E Application (CF-ES 2626A), if applicable;
15. Notices of Case Action at most recent removal;
16. Biological Parents’ Criminal Record;
17. Biological Parents’ Psychological Evaluation and Parenting fitness evaluation;
18. Voluntary Surrender of Parental Rights;
19. Original fully completed application for adoption of prospective parent(s);
20. Documentation of SSI Eligibility, if applicable and
21. Copy of most recent home study, including background checks, for the prospective adoptive parent, if applicable.

**DONE AND ORDERED,** in Chambers, at CITY, COUNTY, STATE on this day of , 20 .

# JUDGE

Please Send Copies To:

Custodial Agency

Private Child Placing Agency (if applicable)

Guardian ad Litem/Court-Appointed Special Advocate

Assigned Adoption Recruiter (if applicable)

Foster Parent(s) (if notice is required by state statute)