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MEMORANDUM

To: **Assignment Judges**
Family Presiding Judges
County Surrogates

From: **Glenn A. Grant, J.A.D.**

Date: **August 23, 2011**

Re: **Family – Court Policies on Termination of Parental Rights and Adoption Matters; Rule Amendments – Effective September 1, 2011**

Directive # 06-11
(Modifies Directive # 17-06)

Questions or comments may be directed to 609-984-4228

This Directive promulgates policies approved by the Judicial Council regarding termination of parental rights (TPR) and adoption matters. These policies are intended to improve the outcomes for children who have been placed for adoption by the Division of Youth and Family Services (DYFS), by an approved adoption agency or by a private party. The policies complement the recent amendments to Rules 5:10, 5:10A and 5:11 (summarized below); both the rule amendments and the policies are effective September 1, 2011.

This Directive modifies Directive #17-06 ("Adoptions – (1) Agency Investigations in Stepparent Adoptions; (2) Timing of Background Checks in All Adoptions; (3) Implementation Plans"), which other than as set forth herein remains in effect.

The purpose of this Directive is to provide guidance to DYFS staff preparing adoption cases, to attorneys who file adoption cases, to Surrogates who review and process adoption matters, as well as to judges and judiciary staff who review and manage these cases.

A. Division of Youth and Family Services (DYFS) Matters

One of the overriding principles to ensure an efficient adoption process is to address issues well before an adoption complaint is filed. In DYFS cases, this work can be completed as early as the abuse or neglect (FN docket) litigation or during termination of parental rights (FG docket) litigation. Unless otherwise specified, the

completion of the steps listed in this section will be verified by the judge who is managing the FG, FN or FC case.

1. Obtaining the child's birth certificate and social security card during termination of parental rights (TPR) proceeding

Before the court enters a judgment of guardianship terminating parental rights and freeing a child for adoption, the court will order DYFS to provide a copy of the child's birth certificate and social security card to the court. The early provision of those documents will ensure that an adoption is not delayed for lack of this documentation when an adoption is ready to be finalized. The court may enter its order for these documents at any proceeding before the final proceeding at which the court enters its final judgment terminating parental rights so that DYFS has time to obtain and provide the documentation. The court will confirm that the child's birth certificate and social security card have been submitted before entering the judgment terminating parental rights.

2. Ordering DYFS to proceed with adoption consent

After the court has granted TPR, DYFS must make reasonable efforts to finalize the adoption. Failure to obtain a physical social security card for the child should not be considered a barrier to DYFS's signing the consent to adopt the child.In those cases in which the card has not been obtained, if a child has a valid social security number and birth certificate, the court will order DYFS to sign and forward its adoption consent to the attorney retained to represent the resource parents for the adoption. Provided that there are no other barriers to finalizing the adoption, DYFS must finalize consent for the adoption and forward it to the attorney. The court also should order DYFS to advise the court of the date that it provided the consent to the attorney.

3. Confirming that DYFS has conducted name checks prior to sending adoption consent

DYFS should run its last child abuse record information (CARI) check and other name checks (Promis/Gavel, domestic violence central registry (DVCR) and municipal court) no later than 90 days before sending the consent package to the adoption attorney. This time frame is adopted to ensure that there is sufficient time for DYFS to address any issues these searches may reveal prior to the adoption hearing. The CIC Document Search Engine, the application that facilitates name checks of Judiciary systems (Promis-Gavel, Domestic Violence Central Registry (DVCR), and Automated Complaint System (municipal cases)), has been implemented in all DYFS local offices (LOs). If those checks indicate any history of DYFS or court involvement, the court will order DYFS to address those issues before the adoption hearing.

4. Ordering DYFS to provide to the court a copy of its transmittal letter to adoption attorney

When DYFS sends its consent to adopt to the attorney retained to represent the resource parents for the adoption, DYFS attaches to the consent a letter of transmittal.

Typically, that letter, the consent and all necessary documentation are sent to the adoption attorney immediately, but no later than 48 hours, after the DYFS local office (LO) manager signs the consent. To track the children who have been legally freed for adoption, the court will order DYFS to file a copy of the transmittal letter with the court. DYFS's submission also must include the date that DYFS mailed the consent to the adoption attorney. Upon receipt of a copy of the letter, court staff will place that document in the court file tracking the child's DYFS placement (FC docket case file). The judge will address the matter if the letter is not in the file at the next review.

5. Ordering DYFS to provide adoption consent packet to adoption attorney

In post-termination of parental rights cases where there is still an open child placement case under the FC docket, the court has the authority to compel DYFS to ensure finalization of the adoption. This includes oversight regarding the provision of certain documents to the adoption attorney in the consent that will be essential to filing the adoption complaint. Therefore, at the court's first review after it has terminated parental rights under the FG docket, the court will order DYFS to complete and send its consent packet to the adoption attorney. The court's order will provide that the DYFS adoption consent packet transmitted to the adoption attorney must contain, at a minimum, the following: all relevant documents set forth in R. 5:10-3, the agency report (also known as the court report), the Judgment of Guardianship (termination of parental rights judgment or a surrender and supporting documentation), the adoption agency background checklist and certification required pursuant to R. 5:10-8 (copy appended to this Directive as Attachment A), the results of the state and federal fingerprint check (valid one year from filing the adoption complaint), DYFS waivers (if applicable) and criminal history waivers (if applicable), appeal status if the child is legally free pursuant to a guardianship judgment entered under the FG docket (DYFS TPR case), attorney transmittal letter, and long form birth certificate.

6. Ordering DYFS to include in its court report documentation of any domestic violence history of adoptive parents or other adults in the adoptive home; DYFS to inform court that it has investigated and addressed any DV matters

When DYFS finds a DV record as to the adoptive parents or other adults in the adoptive home during its background checks, the results should be noted in DYFS's court report. If the court discovers that DYFS has not noted this information in its court report, the court will order DYFS to amend the court report. N.J.S.A. 2C:25-34 provides for DYFS's access to the Domestic Violence Central Registry (DVCR) to conduct the searches. DYFS employees must receive training on how to use the DVCR before they are provided access to the DVCR. If there had been allegations or a history of domestic violence (DV) against the adoptive parents or other adults in the adoptive home, DYFS should advise the court in writing that it has investigated and addressed these matters. This information may be provided to the court in the agency report, in a separate letter or through testimony in a hearing. The information and resolution should be in the court report that is provided in the consent packet. If the court is not satisfied with DYFS's documentation regarding those issues, the court will order DYFS to provide a more complete response. Court staff may then locate and provide the court file to the judge

for a determination as to whether adoption is in the best interest of the child considering the DV histories.

7. Obtaining backup documentation for fingerprint background checks

DYFS should retain all background fingerprint check printouts (i.e., backup documentation that includes State Bureau of Investigation (SBI) and Federal Bureau of Investigation (FBI) documentation) and other name checks relating to the adoptive parents and other adults in the adoptive home. That documentation should be made available to the court upon request. These checks include NJSpirit (DYFS's case management system) and the federal and State criminal history record information (CHRI) checks. Name checks include Promis/Gavel (criminal system), DVCR (Family court system) and municipal court systems (Automated Criminal System (ACS)).

The SBI and FBI numbers, if they exist, also should be provided to ensure that the background checks match the individuals. Name checks may be conducted several days before an adoption, and any results will be checked against the records that DYFS discovered. This information will be confirmed by DYFS in its certification to the court pursuant to R. 5:10-3. If the backup documentation is not filed, the court may order DYFS to provide that information.

8. Obtaining child abuse record information (CARI) checks in other states

Pursuant to N.J.S.A. 30:4C-27.7, DYFS must request child abuse record information (CARI) checks of other states where the adoptive parents and other adult household members resided within five years preceding DYFS's receipt of written consent from those individuals to conduct the checks. The court will determine whether DYFS has made the requests, if necessary. If DYFS has not done so, the court will order DYFS to make those requests.

9. Receiving background check results and clear explanation of those results

The DYFS Policy Field Operations Manual, §II, M, 1415, provides that the DYFS Home Finder, Supervisor or Manager is to review findings in CHRI checks and decide whether the results merit disqualification of the adoptive parents. It is important for DYFS to staff each LO with individual(s) who can analyze the background check results to provide the court with meaningful information regarding those results. Also, as noted above, the CIC Document Search Engine facilitates the searches of the Judiciary's criminal, DVCR and municipal systems. DYFS has access to the CIC Document Search Engine.

10. Obtaining DYFS's form that documents the child's medical history

DYFS adopted a standardized medical form (DYFS Form 11-70, Pediatric Nursing Report) on May 9, 2011. That form is "completed by the DYFS Child Health Unit nurse to document all encounters with children and their resource home providers, and to update DYFS on the medical/mental health progress of the children in out-of-home placement. The form is to be used at the initial visit or contact, and can be used at

follow-up visits and telephone contacts with the resource care provider as well." See DYFS Policy Manual, DYFS Form 11-70 Instructions. DYFS's nurse managers will review the information on the form and actively manage the cases to ensure that required medical tests are conducted and are not duplicated unnecessarily. The court will order DYFS to provide to the court, within 90 days of the entry of a TPR order, a completed copy of DYFS Form 11-70 for review to ensure that a child's medical history and vaccinations are up-to-date.

11. Obtaining medical histories of the biological parents

The medical histories of the biological parents are set forth in DYFS Form 14-177, Family Medical History. This history should be obtained at the beginning of the child abuse or neglect (FN docket) litigation. The court will determine whether DYFS has completed this form. If DYFS has not completed the form, the court will order DYFS to do so.

12. Conducting a municipal court records search

At the time of the child's placement, mandatory searches on the municipal court records (Automated Criminal System (ACS)) should be conducted on the resource parents and other adults in the household. This search should capture disorderly persons, petty disorderly persons, and other offenses that do not appear in Promis/Gavel. The search is particularly important because, pursuant to N.J.S.A. 30:4C-26.8, certain offenses (e.g., simple assault) would disqualify a person from adopting a child and that information may be available only in the municipal court records. Additionally, these searches would unveil other prior conduct that may be of concern to the court when deciding whether a resource parent's home is the appropriate permanent placement for the child. The search of municipal court records should be done early in the process. The information regarding the municipal court records search should be on the background checklist form. In DYFS cases, the last name check in ACS should be done at least 90 days before DYFS submits its consent package to the adoption attorney so that there is enough time to address any problems these searches may reveal before the adoption hearing. DYFS now has access to ACS, which is accessible through the CIC Document Search Engine, and conducts searches using that application.

B. Other Adoption Policies

The material in this section provides the Surrogates, the court, and attorneys with policy guidance on certain specific issues.

1. Affidavit of Adoption not necessary

The Affidavit of Adoption is unnecessary and there is no legal requirement to file this affidavit. It therefore should not be required for filing the adoption complaint. This affidavit is a document that indicates that the plaintiff has not been convicted of any crimes. An approved adoption agency or the adoptive parent must obtain this

information through the standard procedures of fingerprint background checks, which are verifiable and more reliable than an affidavit.

2. Stepparent or same sex partner adoptions -- Background checks may be performed before or after complaint filing

Surrogates may refer stepparents or same sex partners (also known as second parent or co-parent adoptions) to licensed adoption agencies to obtain the fingerprint checks of the plaintiff and other adults in the adoptive home to ensure that the results are properly interpreted for the court. This procedure is consistent with the practice set forth in Administrative Directive #17-06. It has been reported that fingerprint checks may be filed either with the complaint or afterwards without any significant impact on case processing time. Therefore, Administrative Directive #17-06 is modified so as to permit the filing of the fingerprint check results with the stepparent or same sex partner complaint or after the complaint is filed.

Plaintiffs may continue to obtain and file those fingerprint results with the complaint as set forth in Administrative Directive #17-06. In those cases where the fingerprint results are not filed with the complaint, however, immediately after the complaint is filed, the court will include on the order setting the hearing date a provision that orders the fingerprint checks. The child's biological custodial parent is not required to undergo fingerprint checks.

3. Terminating child support

If the court grants an adoption, court staff will determine whether the child was the recipient of child support. If the child was the subject of a child support order, court staff will advise the court, and the judge must enter a separate order vacating the child support obligation, but not any outstanding child support arrears. Any arrears must be set and reduced to judgment, effective as of the date of adoption. Court staff should then forward a copy of the order vacating child support to the child support obligor, and, if applicable, to the Probation Division.

The adoption may relate to a child who is the subject of a child support order affecting other children. In this situation, the parties of the child support case may file an application to recalculate child support for those remaining children. This would be processed in the usual manner. (See the Administrative Director's February 24, 2010 memorandum to Assignment Judges for procedures to be used if the court terminates child support when entering a judgment of guardianship.)

4. Judiciary's adoption case management system

Pursuant to R. 5:10A, "[a]ll adoptions shall be recorded using the Judiciary [adoption] case management system, as prescribed by the Administrative Director of the Courts. Every Surrogate shall use the system to establish, manage and dispose of all adoptions." The Judiciary is developing that adoption case management system for statewide implementation in 2012. Upon implementation, the index of adoptions

required pursuant to N.J.S.A. 9:3-51 will be maintained within the Judiciary's adoption case management system.

Rule 5:10A further states that "[w]ithin 180 days of the date the Judiciary's case management system is made available to a County Surrogate, all open pending adoptions of that county shall be backloaded into the Judiciary [adoption] case management system." When implementing the system in accordance with the court rules, it may be necessary for the Surrogate to unseal adoption files to enter information from those files into the system. Attachment B to this Directive is a suggested form of order for each Assignment Judge to enter authorizing the Surrogate to unseal adoption records for the sole purpose of entering the adoption information from those records into the judiciary adoption case management system.

C. Amendments to the Rules of Court

The Supreme Court adopted a number of rule amendments and new rules relating to adoption matters, with the amendments and new rules to be effective September 1, 2011. See the Court's July 21, 2011 omnibus rule amendment order posted at http://www.judiciary.state.nj.us/notices/2011/n110729b.pdf. The rule amendments and new rules are summarized as follows.

Rule 5:10-2, "Caption of Complaint; Waiver of Filing Fees," has been amended to provide that, in new paragraph (b), each complaint shall apply to only one adoptee, and that supporting documentation for a sibling group may be submitted as one set of documents to support all sibling complaints. Additionally, new paragraph (c) provides that the filing fees for additional children when plaintiffs adopt more than one child in one action may be waived by the Surrogate upon a showing of financial hardship.

Rule 5:10-3, "Contents of Complaint," has been amended (with some subsections renumbered) so as to require the plaintiff(s) to provide additional information in the adoption complaint or as attachments to the complaint, as follows:

- the child's date of birth;
- the date of the child's placement in the adoptive home, and if applicable, a statement that the complaint has been filed early pursuant to N.J.S.A. 9:3-47(a);
- proof of the manner in which the child became free for adoption or a statement that parental rights have not been terminated;
- a statement as to whether the federal Indian Child Welfare Act applies to the child;
- for adoptions where a child is placed by an approved adoption agency, the following also must be filed: a report of consideration, a home study report, the results of criminal history and child abuse

record information checks, the agency's consent to adoption, an agency certification, a form of order fixing a hearing date, an Interstate Compact on the Placement of Children authorization form (if applicable), and an affidavit of non-military service (if applicable);

- for adoptions where a child is not placed by an approved adoption agency, the following also must be filed: a report of consideration (if applicable), an affidavit of circumstances, an affidavit of non-military service (if applicable), and a form of order setting a date for a preliminary or final hearing;

- an affidavit of verification and non-collusion;

- statement(s) advising the court of any pending appeal of a termination of parental rights matter or a pending adoption of the child in another county.

This rule also provides that second parent and co-parent adoptions shall have the same requirements as stepparent adoptions. Additionally, references have been added to the civil union and domestic partnership statutes.

Rule 5:10-4, recaptioned "Surrogate Action," has been amended to include a new paragraph (a) ("Review of Complaint Prior to Docketing"), which sets out steps that the Surrogate must take before docketing an adoption complaint, including reviewing the adoption complaint for the following: all information required by R. 5:10-3; the current and prior addresses within the last five years for each plaintiff; the names, dates of birth and all residences within the past five years of all other adults in the adoptive home; the marital or civil union status of each plaintiff and the name of the spouse or partner, and a home study report that is consistent with the information set forth in the complaint. Paragraph (b), "Jurisdiction," was amended to require Surrogate staff to conduct a party look-up in the Judiciary's case management system to determine if the party exists in the system and to copy that party's demographic information into the Judiciary's adoption case management system. Subparagraph (b)(2) has been amended to require the Surrogate to provide the adoption file to the court no later than five business days before the first adoption proceeding.

New Rule 5:10-5, "Post-Complaint Submissions," sets forth documents that must be filed with the court after a complaint has been filed.

New Rule 5:10-6, "Indian Child Welfare Act," sets forth the procedures for determining whether the Indian Child Welfare Act applies to a case and how to proceed if that law does apply to the case.

New Rule 5:10-7, "Judicial Surrender of Parental Rights," sets out the procedure for the court to accept a surrender of parental rights so that a child may be adopted.

Rule 5:10-8, "Preliminary Hearing," renumbered from R. 5:10-5, has been amended to require the submission of the biological parents' medical histories to the court or a statement that the biological parents refused to provide the histories. An

additional amendment to this rule is the addition of new paragraph (b), "Background Checklist and Certification by Approved Agency," which sets forth the requirement to provide background check information to the court on a form prescribed by the Administrative Director. That form is appended to this Directive as Attachment A.

Rule 5:10-9, "Order Upon Preliminary Hearing," was renumbered from R. 5:10-6.

Rule 5:10-10, "Petition for Modification or Revocation of an Order," was renumbered from R. 5:10-7.

Rule 5:10-11, "Final Hearing," was renumbered to R. 5:10-8.

Rule 5:10-12, "Judgment of Adoption; Procedures for Closing and Sealing Adoption Records," has been amended as follows:

- new paragraph (a) requires the court to enter one judgment for one adoptee;
- former paragraphs (a), (b) and (c) have been renumbered to paragraphs (b), (c) and (d) respectively;
- renumbered paragraph (d), "Certified Copies," was amended so as to provide that, in addition to the plaintiff and the approved agency, the Surrogate also must provide certified copies of the judgment of adoption to the plaintiff's attorney and the Clerk of the Superior Court; this amendment conforms the rule to the current practice;
- new paragraph (e), "Report of Adoption," sets out the procedure for filing the report of adoption with the Office of Vital Statistics;
- new paragraph (f), "Sealing of Adoption Records," sets forth the requirements for sealing adoption records;
- new paragraph (g), "Closing of Child Placement Case (FC docket)," sets forth the procedure for closing a DYFS child placement case that has been filed with the court.

New Rule 5:10-13, "Requests to Unseal Adoption Cases; Procedure," sets forth the criteria and the procedure for handling requests to unseal adoption cases.

New Rule 5:10-14, "Domestic Adoptions and Readoptions of Foreign Citizens," sets out the procedure and required information for the adoption of foreign citizens.

New Rule 5:10-15, "Adoptions of United States Citizens by Residents of Foreign Countries That Are Signatories to the Hague Adoption Convention," sets forth the procedure and required information for adoptions in which the plaintiff(s) are foreign citizens of Hague Adoption Convention signatory countries who are adopting U.S. children.

New Rule 5:10-16, "Adoptions of United States Citizens by Residents of Foreign Countries That Are Not Signatories to the Hague Adoption Convention," states that adoptions of United States citizens by residents of foreign countries that are not signatories to the Hague Adoption Convention shall conform to the rules for domestic adoptions.

New Rule 5:10A, "Adoption of a Child or an Adult; Use of Automated System; Name Checks," requires every Surrogate to use the Judiciary's adoption case management system to establish, manage and dispose of all adoptions. The rule also provides that each Surrogate is to backload all pending adoption cases into the case management system within 180 days after the date the system is made available to that Surrogate. All name checks in adoption matters must be done using the Judiciary's adoption case management system and its interface with the Children in Court Document Search Engine, which accesses the criminal system (Promis-Gavel), the Domestic Violence Central Registry (part of the Family Automated Case Tracking System), and the municipal system (Automated Complaint System). Name checks for child abuse or neglect are conducted using the tracking system of the Department of Children and Families (NJSpirit).

Rule 5:11, "Action for Adoption of Adult," has been amended as follows:

- this rule has been divided into five paragraphs;
- paragraph (a), captioned "Complaint," is existing text with technical amendments;
- paragraph (b), captioned "Written Requests to Accompany Complaint," is existing text;
- paragraph (c), captioned "Consent of spouse, civil union or domestic partner," is new text and requires a certification from the non-adopting spouse, civil union partner or domestic partner consenting to the adoption;
- paragraph (d), captioned "Affidavit of Verification and Non-collusion," is new text that sets forth the requirement for a verified adoption complaint;
- paragraph (e), captioned "Court Hearing," is existing text.

D. Policy Manuals and Other Relevant Materials

All manuals and forms relating to adoptions will be reviewed and revised in due course to conform to the rule amendments and the policies set forth in this Directive. To the extent that any prior Judiciary standard, policy or other material on this subject is not consistent with the rule amendments or with the policies set forth herein, such inconsistent standard, policy, or other material is superseded.

E. Compliance and Implementation

The material set forth in this Directive – including the policies and the rule amendments – will be effective September 1, 2011. Each vicinage should develop a plan in collaboration with the Surrogate to ensure compliance with the provisions of the Directive and the amended Rules. I would ask each Assignment Judge to submit that implementation plan to me by October 17, 2011. Multi-county vicinages should submit an implementation plan for each county in the vicinage. Implementation plans may be submitted electronically to ImplementationReports.Mailbox@judiciary.state.nj.us.

Each implementation plan should include, but need not be limited to, a description of the steps taken to implement each of the policies set forth in this Directive, a description of any barriers encountered or anticipated to any aspect of implementation, and your solutions to overcoming those barriers. The plan also should include a description of the steps taken to inform and collaborate with local DYFS leadership and with the bar regarding the aspects of this Directive that affect those stakeholders.

Thank you.

G.A.G.

Attachments:
A. Adoption agency background checklist and certification
B. Sample court order

cc: Chief Justice Stuart Rabner
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Clerks of Court
Trial Court Administrators
Gurpreet M. Singh, Special Assistant
Joanne M. Dietrich, Chief
Family Division Managers
Assistant Family Division Managers, Multi-county Vicinages
David Tang, Family Practice Division

Attachment A

Adoption Agency Background Checklist and Certification

This is the background checklist and certification that an adoption agency (including private placement agencies and the Division of Youth and Family Services) shall provide to the court pursuant to R. 5:10-8(b).

Adoptive parent #1 -- Demographic information:

Name (Last, First Middle)			Aliases, Nicknames or prior names
Gender	Race	Date of birth	Social Security Number
Current Address			
Prior addresses from last 5 years			
Income			Education
Health status			Marital/civil union/domestic partnership status
Citizenship status (if not U.S., attach documentation)			

Adoptive parent #1 -- Background check information:

CARI check	Date requested	Date of results returned
Name of person conducting check (if different than undersigned worker)		
Description of results (Include incident date(s), case/complaint numbers, date(s) of disposition and current status of each result) -- Attach a waiver for each item.		

State fingerprint check	
Date requested	Date of results returned
Name of person conducting check (if different than undersigned worker)	
Description of results (Include incident date(s), case/complaint numbers, date(s) of disposition and current status of each result) -- Attach a waiver for each item.	

Federal fingerprint check	
Date requested	Date of results returned
Name of person conducting check (if different than undersigned worker)	
Description of results (Include incident date(s), case/complaint numbers, date(s) of disposition and current status of each result) -- Attach a waiver for each item.	

Other information that may impact approval of the home

Attachment A

Adoption Agency Background Checklist and Certification

Adoptive parent #2 -- Demographic information:

Name (Last, First Middle)			Aliases, Nicknames or prior names
Gender	Race	Date of birth	Social Security Number
Current Address: ☐ Same as adoptive parent #1			
Prior addresses from last 5 years			
Income			Education
Health status			Marital/civil union/domestic partnership status
Citizenship status (if not U.S., attach documentation)			

Adoptive parent #2 -- Background check information:

CARI check	Date requested	Date of results returned
Name of person conducting check (if different than undersigned worker)		
Description of results (Include incident date(s), case/complaint numbers, date(s) of disposition and current status of each result) -- Attach a waiver for each item.		

State fingerprint check	
Date requested	Date of results returned
Name of person conducting check (if different than undersigned worker)	
Description of results (Include incident date(s), case/complaint numbers, date(s) of disposition and current status of each result) -- Attach a waiver for each item.	

Federal fingerprint check	
Date requested	Date of results returned
Name of person conducting check (if different than undersigned worker)	
Description of results (Include incident date(s), case/complaint numbers, date(s) of disposition and current status of each result) -- Attach a waiver for each item.	

Other information that may impact approval of the home

Attachment A

Adoption Agency Background Checklist and Certification

Other adult (age 18 or older) -- Demographic information:

Name (Last, First Middle)			Aliases, Nicknames or prior names
Gender	Race	Date of birth	Social Security Number
Current Address: ☐ Same as adoptive parent #1			
Prior addresses from last 5 years			
Citizenship status (if not U.S., attach documentation)			

Other adult (age 18 or older) -- Background check information:

CARI check	Date requested	Date of results returned
Name of person conducting check (if different than undersigned worker)		
Description of results (Include incident date(s), case/complaint numbers, date(s) of disposition and current status of each result) -- Attach a waiver for each item.		

State fingerprint check	
Date requested	Date of results returned
Name of person conducting check (if different than undersigned worker)	
Description of results (Include incident date(s), case/complaint numbers, date(s) of disposition and current status of each result) -- Attach a waiver for each item.	

Federal fingerprint check	
Date requested	Date of results returned
Name of person conducting check (if different than undersigned worker)	
Description of results (Include incident date(s), case/complaint numbers, date(s) of disposition and current status of each result) -- Attach a waiver for each item.	

Other information that may impact approval of the home

Certification of Adoption Agency Employee(s)

I, the undersigned, certify that:

1. Considering all criminal, domestic violence or child abuse records known to me, it is in the best interest of the child that the adoption be finalized.
2. The agency will retain in its file all supporting documentation that is the basis of this background checklist form.
3. This completed background checklist form and the agency's consent to adopt have been provided together to the attorney representing the adoptive parent(s).
4. The foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are wilfully false, I am subject to punishment.

Name of adoption agency: _____

_____ Date

_____ Signature

_____ Name and title of worker

(Optional)

_____ Date

_____ Signature

_____ Name and title of supervisor

(Optional)

_____ Date

_____ Signature

_____ Name and title of other worker(s) named above who conducted checks

Attachment B
Suggested Assignment Judge Order

IN THE MATTER OF:	SUPERIOR COURT OF NEW JERSEY COUNTY OF _____
AUTHORIZING THE SURROGATE TO TEMPORARILY UNSEAL ADOPTION RECORDS FOR ENTRY OF DATA INTO THE JUDICIARY'S ADOPTION CASE MANAGEMENT SYSTEM	**Order**

This matter having been raised sua sponte by the court as a result of the implementation of the Judiciary's adoption case management system, and it appearing that it will be necessary for the Surrogate of this County to temporarily unseal disposed adoption cases for the specific limited purpose of entering data from those cases into that adoption case management system, and it further appearing that a court order is required to authorize the unsealing of adoption records pursuant to N.J.S.A. 9:3-51 and -52, and it further appearing that access to all adoption records is required to enter those cases into the system,

IT IS on this _____ day of _____, _____:

ORDERED that the _____ County Surrogate (Surrogate) is authorized to temporarily unseal sealed adoption matters for the sole purpose of entering those sealed adoption cases into the Judiciary's adoption case management system; and it is further

ORDERED that upon completing data entry of each such unsealed adoption matter into the adoption case management system, the Surrogate shall reseal that physical case file; and it is further

ORDERED that any individual or entity asserting prejudice resulting from the actions ordered herein may submit an appropriate application to this court, and that such application shall be considered by this court.

_____
Assignment Judge