

FAMILY COURT PROCEDURES
(Adoption Case under the new Adoption Law)

- 1) The file is signed by the CNA Mandatory.
- 2) The file is delivered at the Supreme Court window by the CNA paralegal.
- 3) The Supreme Court assigns the Family Court that will be in charge of your case. They will also assign a number to your file and will issue a front page that contains this information (to identify the file easily).
- 4) The case is send to the designated Family Court.
- 5) The Family Court receives the file and then delivers it to the Secretary.
- 6) The Secretary reviews the file and makes a decision that will be either confirmed or changed by the Judge. The decision can go in two directions: The Judge will approve the case or will issue a preview requiring more documents from the CNA.
- 7) Then the Secretary brings the file to the Judge who will review the file and will confirm or change the opinion of the Secretary. After this, a resolution is made by one of the Court's officials, the Judge and Secretary sign it and all the parties involved are notified. (CNA and Adoptive parents)

In case the file has a preview the procedure will be:

- a. The resolution is notified to all the parties.
- b. Once the CNA is notified they will have to fulfill the preview and send the proper documents to the Court again where the file will start in Step #5.

If the case is approved:

- a. The resolution is notified to all the parties.
- b. If within 3 working days after the resolution of approval was notified to all the parties none of the parties appeal, the CNA needs to prepare a document requesting from the Court four certifications of the resolution of approval so the case can be registered at the CNA.

Certifications:

- a. Once the CNA prepares the document requesting the certifications, that document will be send to the Court. The Judge will make another resolution authorizing the official in charge to issue the certifications and will notify all parties involved.
- b. 3 working days after this resolution is notified to all parties, one of the Court officials needs to work on the certifications. This will take a few days.

Once the certification is ready, along with other documents gathered from the CNA, the file can be submitted to the RENAP.