ADOPTION ROLE AND HANDOFF REVIEW / 01

CONFIRM WHO HANDLES EACH ROLE

Use office labels only. Ask counsel to confirm representation and scope; do not assign legal duties yourself.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Counsel A / representation question / confirmation reference or still open

Counsel A / included coordination tasks / exclusions or unassigned items

Agency B, only if involved / stated role / confirmation reference or still open

Agency B / coordination contact role / questions for counsel about boundaries

Other professional C, if involved / stated role / task and confirmation reference

Task crossing offices / who will clarify ownership / unanswered question

Preparation only. Not legal advice, an adoption plan, consent, eligibility, placement, filing or deadline guidance, or representation. No sharing authority. Keep family identities and private facts out.

ADOPTION ROLE AND HANDOFF REVIEW / 02

TRACE ONE PRIVATE HANDOFF

Copy this page for H2 and later exchanges. Record categories and references, not private records or contents.

Handoff H1 / general record category / requesting office label / holder label

Intended recipient label / reason to ask about this exchange / open permission question

Permission confirmation reference, if any / approved private-channel reference - no links

Requested or sent / status date / sender confirmation reference or still awaited

Recipient-confirmed receipt / separate review confirmation / reference or not yet confirmed

Missing response or further request / next contact role / changed-contact handoff

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ADOPTION ROLE AND HANDOFF REVIEW / 03

CHECK THE COORDINATION RECORD

Tick what is organized for discussion. No check authorizes disclosure or confirms a legal step is complete.

- [ ] Office labels contain no family identifiers
- [ ] Only professionals actually involved are listed
- [ ] Representation questions are left for counsel
- [ ] Included and unassigned coordination tasks are separate
- [ ] Record contents and private links are kept off this sheet
- [ ] Permission is not inferred from a request for information
- [ ] Receipt and professional review have separate statuses
- [ ] Unanswered items remain open after a contact change

Role still unclear / office labels / question for counsel

Open handoff labels / missing receipt, review or permission confirmation

Contact change / who takes over / unresolved question retained

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ADOPTION ROLE AND HANDOFF REVIEW / 04

QUESTIONS FOR THE ADOPTION ATTORNEY

Use these prompts for a private consultation. Do not add family details to the worksheet.

Roles: whom would you represent, and what other roles need confirmation?

Scope: which coordination tasks are included, excluded or unassigned?

Sharing: who confirms permission, recipient and private channel?

Status: how are receipt, review and further requests distinguished?

Continuity: who follows up on unanswered items or a contact change?

Terms: how are coordination limits, communication and separate work documented?

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ADOPTION ROLE AND HANDOFF REVIEW / 05

COMPARE COORDINATION ENGAGEMENTS

Use Lawyer A and B with the same general role questions. No proposal promises an adoption outcome.

Lawyer A / B / discussion dates / relevant experience and representation scope

Agency or other-office coordination / included tasks / unassigned questions - A / B

Private exchange, receipt, review and changed-contact follow-up - A / B

Communication, exclusions, separately agreed work, fees and written terms - A / B

READY TO HEAR FROM PROS?

If you choose, create an account on PickYourPro.ai and start an Adoption Attorney request. Describe the general consultation and coordination help sought so participating pros can compete with proposals. Compare relevant experience, representation scope, communication and written terms. Keep family identities and private records for counsel's approved private process.

One request. Every pro's best offer.

Start a request

Participation varies. A private consultation and conflicts check may be needed before engagement.

Planning guide: https://www.pickyourpro.ai/services/attorney-adoption

FTC: Hiring a Lawyer (official reference)

National Council For Adoption: Choosing an Adoption Professional (official reference)

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