

**Erie County Family Court**  
One Niagara Plaza, Buffalo, NY 14202

**To:** Attorneys filing adoptions in the Family Court

**From:** Erie County Family Court

**Re:** Filing Procedures

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The Adoption Petition and supporting pleadings found herein shall be filed directly with Petition Processing on the 4<sup>th</sup> floor of Erie County Family Court. All necessary documents must be complete when submitted and all must be submitted simultaneously. The filing may be made in person or by mail to: Adoption Clerk, Erie County Family Court, One Niagara Plaza, Buffalo, NY 14202. Please direct filing questions to the Adoption Clerk at 845-7410.

**IMPORTANT**

**DOMESTIC RELATIONS LAW, Section 112, Subd 4**

“None of the papers in the proceeding shall state the surname of the child in the title, and no petition, agreements consent, affidavit, nor any other documents which is required to be signed by the adoptive parent(s) shall contain the surname of the adoptive child.”

**VERIFIED SCHEDULE AND AGREEMENT AND CONSENT**

Prior to submitting all of the papers to Court, the Verified Schedule and Agreement and Consent forms must be signed and properly verified by the custodial agency (Erie County Department of Social Services). These forms must be signed and submitted with the Adoption Petition.

**ATTORNEY AFFIDAVIT**

Pursuant to a directive from the Office of Court Administration, Family Court is mandated to have in its possession, prior to scheduling of an adoption, a receipt postcard from the Office of Court Administration. However, with prior permission of the assigned Judge, other arrangements may be made to expedite the adoption.

To obtain the required card, the Court will contact the attorney with the assigned docket number when the filing is complete. The docket number shall be written on line 5 of the Attorney’s affidavit (UCS 836). The completed affidavit shall be sent to Adoption Affidavits, Office of Court Administration, P.O. Box 2016 New York, NY 10008. A stamped postcard will be returned to the attorney for the Office of Court Administration within approximately two weeks. This card must be filed with the Court immediately upon its receipt.

**SCHEDULING**

Adoption hearings are routinely scheduled in the afternoon (approximately 1:30 p.m.) by the assigned Judge’s law clerk. The attorney, adoptive parent(s), and the child(ren) should proceed directly to the sign-in Part at the appointed day and time.