



FROM: M. Craig Robertson
Updated: January 7, 2021
Regarding: International Re-Adoption

Thank you for choosing Robertson + Easterling to complete your International Re-Adoption. We are a boutique Mississippi firm that specializes in family law--adoptions are our very favorite thing to do!

Having already gone through the rigors of the international adoption process, this phase of your journey will be the easiest yet, and the end result will be a Mississippi Birth Certificate. This will make your life a lot easier in the future.

Please take a few minutes to review the content of this packet and complete the International Re-Adoption Information Sheet which starts on the next page. I need you to bring this form with you to our initial consultation. There are also directions to our office and a sample of our employment contract. To make things easier when we meet, please bring as much of the documents identified in the checklist below you have in your possession or can obtain from your agency.

Let me be the first person from my office to tell you how glad I am you have chosen to work with us. People called to adopt have a very special place in the R+E family! We promise to answer all of your questions and help you through the procedure as quickly and efficiently as possible. If you have any questions before your meeting, please do not hesitate to call me.

I look forward to meeting you soon, and with warm personal and professional regard, I am

Very Truly Yours,

ROBERTSON + EASTERLING, PLLC

A handwritten signature in blue ink, appearing to read 'M. Craig Robertson'.

M. Craig Robertson, Esq.



International Re-Adoption Information Sheet

Please complete the following:

Adoptive Couple

Mailing Address

County of Residence

Name of Church

Location

Date of Marriage

Husband

Full Name

Date of Birth

Age

Social Security #

Cell Phone

Email Address

Wife

Full Name

Date of Birth

Age

Social Security #

Cell Phone

Email Address

Placing Agency

Mailing Address

Phone

Case Manager

Phone

Primary Fax Number

Email Address



Adopted Child or Children

CHILD 1

Biological Name _____

New Legal Name _____

Date of Birth _____

Age _____

Country _____

Biological Parents Known
or Unknown _____

Date of Foreign Adoption _____

Type of United States Visa
Issued to the Child (circle one)
IR-2 IR-3 IH-3 IR-4 IH-4

Has any other court in the U.S.
reviewed, registered, finalized
or otherwise assumed jurisdiction
over the Foreign Adoption Decree
being registered? (circle one)
Yes No

If yes, provide the name of the
court, the state and county, what
was previously presented to the
court and the resulting decision
from the court.

CHILD 2

Biological Name _____

New Legal Name _____

Date of Birth _____

Age _____

Country _____

Biological Parents Known
or Unknown _____

Date of Foreign Adoption _____

Type of United States Visa
Issued to the Child (circle one)
IR-2 IR-3 IH-3 IR-4 IH-4

Has any other court in the U.S.
reviewed, registered, finalized
or otherwise assumed jurisdiction
over the Foreign Adoption Decree
being registered? (circle one)
Yes No

If yes, provide the name of the court, the state and county, what was previously presented to the court and the resulting decision from the court.

Other Children

Full Name
Date of Birth
Age

Full Name
Date of Birth
Age

Full Name
Date of Birth
Age

Full Name
Date of Birth
Age

Full Name
Date of Birth
Age

- Documents to be Attached to Petition:**
- a. Copy of child's birth certificate or other birth identification issued by country of birth; or if none, an affidavit of parent(s) stating why none is available.
 - b. The original documents related to the foreign adoption certified by the United States Embassy abroad and English translation certified by the translator to be correct.
 - c. Copy of adopted child's United States visa.
 - d. Copy of home study.
 - e. A copy of U.S. Government Form N-560, Certificate of Citizenship, or a copy of the child's United States passport, or both, if either or both documents are available.
 - f. A valid government-issued picture identification of parent or parents, such as a passport or driver's license.
 - g. Proof of residency of the parent or parents in the State of Mississippi.
 - h. The social security card of the child.



R+E Checklist:

- Petition to Register Foreign Adoption
- Civil Cover Sheet
- Filing Fee
- Adoptive Country's Final Judgment with Translation
- Birth Certificate of Affidavit
- Child's US Visa
- Copy of Home Study
- Copy of US Form N-560, Certificate of Citizenship, or a copy of the child's United States passport, or both.
- Adoptive Parents' IDs
- Adoptive Parents' Proof of Residency
- Child's Social Security Card
- Final Judgment





DIRECTIONS TO R+E:

FROM JACKSON:

- From I-55 S, take Exit #105B/Ridgeland
- Stay right onto W Jackson Street, Go 0.7 miles
- Turn left on N Maple Street
- We are the white painted brick building on the right which faces south

FROM MADISON:

- From I-55 N, take Exit #105B/Ridgeland
- Turn left on Old Agency Road
- Continue on W Jackson Street, Go 0.8 miles
- Turn left on N Maple Street
- We are the white painted brick building on the right which faces south

FROM RESERVOIR:

- Cross over Spillway and continue on Lake Harbour Drive, Go 0.8 miles
- Turn right on Old Canton Road, Go 0.5 miles
- Turn left on Rice Road, Go 1.5 miles
- Turn right on US-51, Go 0.3 miles
- Turn left on W Jackson Street, Go 0.4 miles
- Turn right on N Maple Street
- We are the white painted brick building on the right which faces south





ATTORNEY/CLIENT EMPLOYMENT AGREEMENT

****RE-ADOPTION****

You, _____, agree to retain ROBERTSON + EASTERLING, PLLC (hereinafter "the firm"), to represent you in a legal action to obtain a Mississippi Birth Certificate.

With the exception of any dispute over fees, you agree and contract to resolve any other dispute concerning, arising from and/or related to this Agreement by and through binding arbitration pursuant to the terms and conditions as set forth from time to time by the American Arbitration Association. Arbitration will take place in Madison County, Mississippi. Judgment rendered by the arbitration(s) may be confirmed, entered and enforced in any court having jurisdiction. You acknowledge and understand that, by agreeing to arbitration, you are giving up your rights to have any of the aforementioned disputes decided by a judge or jury.

You also agree to the following terms:

1. The attorney's fee is based upon the amount of time devoted to your case and the value of the service performed. In addition to the attorneys at the firm, it may be necessary for other professionals to work on your case. We will use our best judgment to determine the most economical use of time and the time of any staff.

2. Your cooperation is very important. You must inform us immediately of any change of address, telephone number, employment, or circumstances. Full disclosure of all facts is essential to enable us to represent you properly. You must promptly fill out and return all papers we request. If you do not, we have the right to withdraw from your case. You promise to read everything sent to you, and to ask questions if you do not understand something.

3. We will provide the following legal services:

- All necessary communication;
- Investigation of the relevant facts;
- Create and/or respond to all Court papers necessary to accomplish desired result;
- Reasonable access to team members during regular business hours;
- Research applicable legal authorities, as necessary;
- Conduct all aspects of the information and evidence gathering process;
- Prepare for and attend all hearings necessary to achieve your desired result;
- Prepare for and attend the final hearing;
- Coordinate with the professional who completed your home study;
- Coordinate with the professional updating your home study;
- Coordinate with the guardian ad litem, if any; and
- Complete Service of Process.



4. This contract will terminate and all sums paid shall be considered earned upon the conclusion of the case prior to new pleadings or an appeal or twelve (12) months from the date of this Agreement.

5. The fee for legal services shall be \$1,200.00 per child, which includes the filing fee and fee to vital records for the original and two extra copies of the child's new birth certificate. Our travel rate is \$100.00 per hour of travel plus \$.50 per mile.

6. If your question or issue requires additional work and analysis beyond that which is identified in this Agreement, that work will be subject to an additional price negotiation before the service is to be performed, utilizing a Change Order. To assure that our office remains responsive to your needs, as well as fair to both parties, we will meet throughout the term of service and, if necessary, revise or adjust the scope of the services to be provided and the prices to be charged in light of mutual experience.

7. Services not covered by the foregoing fees include: additional filing fees, guardian ad litem fees, home study fees, process server fees, publication fees, court reporter fees, expert witness fees, layman witness fees, investigator fees, special master or independent accounting fees and mediator fees. Excessive costs for copying, or fees to persons or companies responding to subpoenas are also not covered. Normal copy charges, fax charges, computer charges, computer research charges, and long distance are covered by the foregoing fee schedule.

8. Furthermore, it is understood that either party may terminate this Agreement at any time, for any reason, within 10 days written notice to the other party.

9. YOU AGREE THAT NO ONE HAS MADE ANY GUARANTEE REGARDING THE OUTCOME OF ANY PART OF YOUR CASE. AN OPINION AS TO YOUR CHANCES OF SUCCESS BASED ON KNOWLEDGE AND EXPERIENCE WILL BE GIVEN, BUT **THERE ARE NO GUARANTEES** AS TO HOW YOUR CASE WILL TURN OUT.

10. At our discretion, we have the right to withdraw from your case if you have misrepresented or failed to disclose material facts, if you fail to follow advice, if you fail to pay fees in a timely manner or for any other reason. Likewise, you may discharge the firm at any time for any reason. In any of these events, you will execute such necessary documents as will permit the firm to withdraw.

11. Should we have to bring suit or otherwise spend time trying to collect the amounts due under this agreement, you will also be responsible for court costs and reasonable attorney's fees, including payment of the normal hourly rate if we act as our own counsel.

12. We will return phone calls as promptly as possible but you understand that our schedules may not permit immediate contact. You understand that the firm will work on your



case and that it is impossible for any professional to be personally responsible for all aspects of representation.

13. Upon the termination of your case, we shall be under no obligation to retain any portion of your file. Once your case has been closed, any contents from your file, other than attorney work product, shall be made available to be returned to you for a period of ten (10) days after notification that your file has been closed. It is your responsibility to seek the return of all original documents immediately after the case is completed, and to request a copy of any portions of the file you wish to retain within ten (10) days of the date of this notification. After this ten (10) day period, we may assume that you do not want these documents and may destroy them.

14. You are, by signing below, agreeing that you have read this contract and understand it fully.

THIS IS A LEGALLY BINDING CONTRACT. YOU HAVE THE RIGHT TO AND YOU SHOULD SEEK INDEPENDENT COUNSEL FROM ANOTHER ATTORNEY BEFORE SIGNING IT.

I UNDERSTAND THAT THE LEGAL REPRESENTATION ENDS WITH THE ENTRY OF A FINAL JUDGMENT AND THAT NO ACTION WILL BE TAKEN ON MY BEHALF SUBSEQUENT TO THE ENTRY OF A FINAL JUDGMENT WITHOUT A SEPARATE CONTRACT FOR REHEARING OR APPEAL. I FURTHER UNDERSTAND THAT SHOULD THERE BE ANY INTERLOCUTORY APPEAL TO THE MISSISSIPPI SUPREME COURT DURING THE COURSE OF MY CASE, OR ANY APPEAL TO THE MISSISSIPPI SUPREME COURT AT THE END OF MY CASE, THAT A SEPARATE CONTRACT SHALL BE REQUIRED TO SECURE REPRESENTATION IN ANY APPEAL. I UNDERSTAND THAT I HAVE TEN (10) DAYS FROM THE ENTRY OF A FINAL JUDGMENT TO FILE A MOTION FOR REHEARING AND THIRTY (30) DAYS TO FILE AN APPEAL.

CLIENT'S SIGNATURE

DATE

CLIENT'S SIGNATURE

DATE

GUARANTOR, if any

DATE

ROBERTSON + EASTERLING, PLLC

DATE