

# WAYNE COUNTY PROBATE COURT

[www.wayneprobateandjuvenile.org](http://www.wayneprobateandjuvenile.org)

## ADOPTION PLACEMENT CHECKLIST

Filing Fee: \$23.00

### INITIATION REQUIREMENTS

Attorney for the Adopting Family must file/prepare the following to open the case where an adoptive placement needs to be made:

- Form 19.4.2 – Application for Placement for Adoption by Adoptive Parent(s)
- Notice of Appearance
- Form 18.9 – Petitioner's Preliminary Accounting
- Form 19.4.3 – Affidavit of Birth Father and Birth Mother at Placement
- Form 19.4.5 – Agreement to Pay Expenses
- Form 19.4.6 – Filing of Home Study by Prospective Adoptive Parents
- Form JFS 1673 – Home Study, with copy of BCI final report (FBI if applicable)
- Form JFS 1693 – Ohio Laws and Adoption Materials (and case notes)
- Form JFS 1695 - Application for Search of Ohio Putative Father Registry to Columbus, and the final search result, when father not listed on birth certificate
- Qualifications of Assessor if not using Court Approved Assessor
- Filing fee of \$23.00

Adoptive parents should call Probate Court immediately when child is born to schedule hearing.

Attorney for the Natural Parents must file/prepare the following before the hearing:

- Notice of Appearance
- Form 19.4.1 – Application for Placement for Adoption Made by Birth Parent

### OTHER REQUIREMENTS

- Parties must be represented by counsel.
- Birth parent or prospective parent(s) must be resident of county.
- If natural parents are out of state residents, please notify judge as additional ICPC documents are needed.
- If more than one adopting parent, parents must be legally married. Provide copy of marriage license.
- Prepare for Judge's signature:

- \_\_\_ Entry Setting Hearing
- \_\_\_ Judgment Entry Appointing Assessor
- \_\_\_ Form 19.4.4 – Birth Mother's Acknowledgment of Rights to Contest Adoption Decree (to be signed at hearing)
- \_\_\_ Form 18.3 – Consent to Adoption (to be signed at hearing)
- \_\_\_ Entry on Placement
- \_\_\_ Order of Release