

WAYNE COUNTY PROBATE COURT

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PRIVATE OR FAMILY/RELATIVE ADOPTION CHECKLIST

Filing fee: \$702.00

INITIATION REQUIREMENTS

- Filing Fee and Deposit of \$702.00
- Must have attorney
- Form 18.0 – Petition for Adoption of Minor (*RC 3107.05*)
- Minor must be living in home of petitioner for at least 6 months
- Petitioner is resident of Wayne County
- Form 18.0.1 WC Probate Form Adoption Application, Marriage-Divorce Information
 - Copy of Marriage License for petitioner(s) if married outside of Wayne County
- Form 18.0.2 Custody Affidavit – Adoption
- Form 18.0.3 WC Probate Form – Affidavit Regarding Birth Father
- Form 18.3.1 (if applicable) WC Probate Form – Affidavit of Unknown Name/Residence of Father
- Form 18.3 – Consent to Adoption (*RC 3107.06, 3107.081*) (*ALSO SEE BELOW FOR HEARING REQUIREMENTS*)
 - Mother Father
 - Putative Father Child (in open court)
- Form 18.2 – Notice of Hearing on Petition for Adoption, if applicable (*RC 3107.11*)
- 18.9 Petitioner's Preliminary Account (*RC 3107.055*)
- Certified copy of minor's birth certificate (*RC 3107.05*).
- Form 18.7.1 WC Probate Form Ohio Department of Health Vital Statistics Certificate of Adoption.
- Form 18.7.2 WC Probate Form Statement of Adopted Person
- Form JFS 1697 – Ohio Putative Registry Certification unless any exception of R.C. 3107.064(B) is applicable; if any exception of R.C. 3107.064(B) is applicable, then evidence of that exception shall be filed in lieu of Form JFS 1697 (R.C. 3107.062, 3107.063, 3107.064).
- File proposed forms for judge's signature as necessary
 - Form 18.3 - Consent to Adoption, if minor more than 12 or if parental consent form is required to be executed in presence of Court. (*RC 3107.06*)
 - Form 18.4 – Judgment Entry Finding Consent Not Necessary (if applicable) (*RC 3107.07*)
 - Form 18.5 - Interlocutory Order of Adoption (if applicable) (*RC 3107.13, .14*)
 - Form 18.6 – Final Decree of Adoption (After Interlocutory Order) (if applicable) (*RC 3107.13, .14, .15*)
 - Form 18.7 – Final Decree of Adoption (*RC 3107.13, .14, .15*)

HOMESTUDY REQUIREMENTS

- Form JFS 1673 – Assessment for Child Placement (grandparent, relative, agency, private)

adoptions) (RC 3107.031 (PCA-7S). Attachments the Court requires:

- ___(1) JFS 1653 Medical Statement
- ___(2) A fire inspection...or the JFS 1348 Safety Audit
- ___(3) JFS 1681 Applicant Financial Statement
- ___(4) BCI record verification (and FBI verification if applicable)
- ___(5) Completed water test, if required
- ___(6) SACWIS search results
- ___ Form JFS 1616 – Social and Medical History (not required for grandparent adoption) (RC 3107.09, .091)
- ___ Form JFS 1693 – Ohio Law and Adoption Materials (RC 3107.082, .083)
- ___ Form JFS 1699 – Prefinalization Adoption Assessment Report (RC 3107.12)
- ___ Verify homestudy received at least 10 days prior to hearing.

HEARING REQUIREMENTS – FOR PETITIONER/ATTORNEY

- ___ Form 18.9 - Petitioner’s Account – Final Accounting (*to be filed not later than 10 days prior to date of final hearing*) (RC 3107.055)

- ___ Form JFS 1679 - Request for Notification (if JFS 1616 Social/Medical History filed) (RC 3107.09, .091, 3107.17)

CONSENT REQUIREMENTS

- ___ Form 18.3 – CONSENT – TO BE EXECUTED IN PRESENCE OF COURT:
 - ___ A. MINOR more than twelve years of age (RC 3107.06)
 - ___ B: PARENT of a minor, who will be, if adopted, an adopted person as defined in section 3107.45 of the Revised Code, shall do all of the following as a condition of a court accepting the parent’s consent to the minor’s adoption (RC 3107.081(A))
 - ___(1) Appear personally before the court:
 - ___(2) Sign the component of the form prescribed under division (A)(1)(a) of section 3107.083 of the Revised Code (Form JFS 01693 – Ohio Law and Adoption Materials)
 - ___ C: PARENT of a minor, who is less than six months of age and will be, if adopted, an adopted person as defined in section 3107.45 of the Revised Code, may consent to the minor’s adoption without personally appearing before a court if both parents do all of the following: (RC 3107.081(B))
 - ___(1) Execute a notarized statement of consent to the minor’s adoption before the attorney arranging the adoption
 - ___(2) Sign the component of the form prescribed under division (A)(1)(a) of section 3107.83 of the Revised Code (Form JFS 01693 – Ohio Law and Adoption Materials)
 - ___ D: PARENT of a minor to be adopted that resides in another state, may consent to the minor’s adoption without appearing personally before a court if the parent executes consent in the presence of a person authorized to take acknowledgments. The attorney arranging the adoption shall file the consent with the court and give the parent a copy of the consent. The court and attorney shall keep a copy of the consent in the court and attorney’s records of the adoption. (RC 3107.081(F))
 - ___ E: See also RC 3107.081(C) for parent of minor, who will be, if adopted, an adopted person as defined in section 3107.39 of the Revised Code