

WAYNE COUNTY PROBATE COURT

www.wayneprobateandjuvenile.org

STEP-PARENT ADOPTION CHECKLIST

Filing Fee: \$102.00, Deposit: \$600.00

INITIATION REQUIREMENTS

- _____ Filing fee and deposit of \$702.00
- _____ Must have attorney
- _____ Married for one year or more
- _____ Minor must be living in home for no less than 6 months
- _____ Applicant is resident of county
- _____ Form 18.0 –Petition for Adoption of Minor (RC 3107.05)
- _____ Form 18.0.1 WC Probate Form Adoption Application, Marriage-Divorce Information
 - _____ Copy of marriage license for petitioner 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 – Consent to Adoption signed by natural parent whose rights will be terminated, if applicable (RC 3107.06, 3107.081) (must be signed in presence of a person authorized to take acknowledgments, or be taken before the Court.)
- _____ Form 18.2 – Notice of Hearing on Petition for Adoption (if consent is necessary and was not received)(RC 3107.11)
- _____ Certified copy of minor’s birth certificate (RC 3107.05).
- _____ Form 18.3.1 (if applicable) WC Probate Form Affidavit of Unknown Name/Residence of Father (if required)
- _____ Form 18.7.1 WC Probate Form Ohio Department of Health Vital Statistics Certificate of Adoption. Make sure all items are completed and all spellings are correct.
- _____ 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).
- _____ Prepare proposed forms for judge’s signature
 - _____ Form 18.3 - Consent to Adoption for minor, if minor more than 12 (RC 3107.06)
 - _____ Form 18.3 - Consent to Adoption for spouse of step-parent (RC 3107.06)
 - _____ Form 18.4 – Judgment Entry Finding Consent Not Necessary (if applicable) (RC 3107.07)
 - _____ Form 18.7 – Final Decree of Adoption (RC 3107.13, .14, .15)

HOME STUDY

_____ Docket Form JFS 1698 – Step-parent Adoption Home Study (RC 3107.031)
_____ Home study must be received at least ten (10) days prior to hearing.