

**PLACEMENT/ADOPTION
(Relative or Non-relative)
Forms must be typewritten**

*Note: Adoptions must be "arranged" by attorney or agency per O.R.C. 3107.011

Initial Filing

1. Adoption for Placement (with adoptive Couple Attachment)
 - A. Pursuant to O.R.C., a Legal Placement must be made by the birth mother and/or the birth father. If that is not the situation, the person(s) seeking to adopt must apply for a Minor Guardianship instead.
 - B. If the parent(s) is/are minor(s), the application must be submitted by the minor(s) and a next of friend of the Application.
 - C. Both birth parents' names must be recited on all Applications, UNLESS mother of child submits Affidavit that she does not know or cannot say who the father is and gives reasons why he is unknown. If so, list the father as UNKNOWN and file the Affidavit with the Application.
2. Entry Ordering Hearing for Notice and for Appointment of Assessor
 - A. If grandparent or other relative, contact Kim Doughty at Lutheran Social Services (325-3441), or Catholic Social Services (325-8715) to arrange for an assessor to set up an appointment with the birth parents for an interview 72 hours prior to the signing of the consent to adoption. The birth parent must be given information on adoption and sign a document (ODHS 1693) which explains choices concerning making information available to the adopted child in the future (ORC 3107.083). (If the birth parent lives out of state, the consent may be signed before a person authorized to take acknowledgements under ORC 3107.081(F).
 - B. If the child is not related, such as the independent or private placement, contact Kim Doughty at Lutheran Social Services (325-3441), Catholic Social Services (325-8715) to have the assessment completed.
 - C. If an assessor is used that has not been used before, a motion must be filed with proof attached and an entry appointing assessor to be approved by the Judge.
3. Certified copy of minor's birth certificate or statement why it is not available.
4. Court costs - \$60 court fees, plus investigation fees.
 - A. The fees for a private assessor should be paid directly to them.
5. Checklist - re: crimes
6. Information and Consent Form
7. Affidavit as to residence
8. If two states are involved and the birth parents and adoptive couple are not related, contact the Interstate Compact Office in Columbus at 614-466-8520 or 466-3642 or 466-5806.
 - A. Two assessors will be needed, one for each state, to talk to whomever lives in that state, the birth parents or adoptive parents.

At Hearing:

1. One or two hearings will be held (depending upon whether all parties know the identity of each other); one with birth parents and one with adoptive couple; or one with everyone present.
2. Consent to Adoption (Form 18.3) - one signed by each one of the birth parents.
3. If the child to be adopted is age 12 or over, the consent must be signed by the minor in the presence of the judge.
4. Entry approving placement.
5. Entry authorizing release of child from hospital (if newborn).

ADOPTION

Initial Filing: Fee: \$206.00 (fee for assessment paid directly to assessor)

1. Petition - must be filed within 90 days of the approval of the placement.
2. Questionnaire
3. Certified copy of birth certificate if not previously filed.
4. ODHS 1679 - Request for Notification (public agencies)
5. ODHS 1693 - (to be completed by assessor)
6. ODHS 1616 - (to be completed by assessor - social & medical history)
7. ODHS 1697 - response as to putative father registry - if needed. If child born 1/1/97 or after and birth mother not married at time of birth and no parentage established (R.C. 3107.07), then Form ODHS 1694 [available at Probate] should be mailed to Columbus and if matched with father, a Consent to Adoption, signed by the putative father(s) should be filed.
8. Preliminary estimate accounting
9. Certificate of Adoption
10. Statement of Adopted Person
11. Adoption Certificate for Parents

At Hearing:

1. Final petitioner's account (if further costs or fees are incurred after petition filed, it is to be filed 10 days prior to the final hearing.) [see Local Rule 9]
2. The attorney should call the court before the day of the final hearing to check for any further court costs due.
3. The Final Decree of Adoption will be prepared by the court and issued the day of the hearing.

Legal Practice in the Probate Court is restricted by law to attorneys who are licensed by the Supreme Court of Ohio.

Court employees including the Judge are prohibited by statute from giving legal advice which includes selection and preparation of documents.

Judge Carey now requires an attorney for an adoption filing.