

## ADOPTION PROCEDURE FOR A STEP PARENT

**\*Note: Adoptions must be "arranged" by attorney or agency per O.R.C. 3107.011  
(Forms must be typewritten)**

File:

Petition (one for each child)  
Questionnaire - to accompany petition  
Certified copy of minor's birth certificate  
Affidavit as to Residency  
Certificate of Adoption  
Statement of Adopted Person  
Adoption Certificate for Parents  
Checklist - Crimes Involving Child Abuse, Violence and Drugs  
Preliminary Petitioner's Account

File as needed:

Consent to Adoption (if for child being adopted, 12 or older, it must be signed on the day of the hearing in the presence of the Judge)  
Consent to Adoption - by custodial birth parent and by non-custodial birth parent, if possible  
Request for Service  
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]  
Response to Request (from Columbus - ODHS Form 1697 re: Putative Father Registry).  
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 Ct.] should be mailed to Columbus.  
Information and Consent form  
Fingerprint Cards, received on day petition filed along with instruction sheet (have processed, send to BCI and results will be sent to Court)

Filing fee:       \$206.00 (first child);  
                      \$146.00 (each additional child in same family)  
                      \$280.00 deposit for publication (if needed, may be paid at the time notice is issued with balance to be paid at the final hearing)

The Court will mail the Report form to the agency and when it has been completed and returned to the Court, along with the fingerprint results and any other necessary paperwork, we will set the matter for hearing and give notice as required.

All necessary entries will be prepared by the Court and we will send for the new birth certificate after the hearing.

Note: Any adoptions pending more than one year will be dismissed unless there is due cause.

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.