

# SHELBY COUNTY PROBATE COURT

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## ADOPTION OF A MINOR CHECKLIST (revised 10/05/2010)

### INITIATION REQUIREMENTS

- \_\_\_ Form 18.0 – Petition for Adoption of Minor (*RC 3107.05*)
- \_\_\_ Form 18.3 – Consent to Adoption (*RC 3107.06, 3107.081*) (*ALSO SEE BELOW FOR HEARING REQUIREMENTS*)
- \_\_\_ Form 18.1 – Judgment Entry Setting Hearing and Ordering Notice (*RC 3107.11*)
- \_\_\_ Form 18.2 – Notice of Hearing on Petition for Adoption (*RC 3107.11*)
- \_\_\_ Form 18.9 - Petitioner’s Account – Preliminary Estimate Accounting (not required for a step-parent adoption) (*RC 3107.055*)
- \_\_\_ Certified copy of minor’s birth certificate (*RC 3107.05*)
- \_\_\_ Form 18.01 - Order to Assessor (*RC 3107.031*)
- \_\_\_ Form JFS 1697 - Ohio Putative Registry Certification (if applicable) (*RC 3107.062, 063, .064*)

### HEARING REQUIREMENTS – FOR PETITIONER/ATTORNEY

- \_\_\_ Form 18.9 - Petitioner’s Account – Final Accounting (not required for a step-parent adoption) (*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*)

### \_\_\_ **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 3107.0851 (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 [3107.083](#) of the Revised Code (Form JFS 01693 – Ohio Law and Adoption Materials)

\_\_\_ **D. PARENT who is not married to the stepparent (if minor is to be adopted by stepparent), unless 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 (E)*)**

\_\_\_ **E. 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)*)**

\_\_\_ **F.** 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

- \_\_\_ Form 18.4 - Judgment Entry Finding Consent Not Necessary (*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 (Without Interlocutory Order) (*RC 3107.13, .14, .15*)
- \_\_\_ Form 18.8 – Adoption Certificate for Parents
- \_\_\_ Form HEA 2757 – Vital Statistics Certificate of Adoption

**HEARING REQUIREMENTS – FOR ASSESSOR**

- \_\_\_ Form JFS 1698 – Step-parent Adoption Home Study (*RC 3107.031*)
- \_\_\_ Form JFS 1673 – Assessment for Child Placement (grandparent, relative, agency, private adoptions) (*RC 3107.031*). 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) BCII and FBI (if applicable) record verification
  - \_\_\_(5) Completed water test, if required
  - \_\_\_(6) SACWIS search results
- \_\_\_ Form JFS 1616 – Social and Medical History (not required for step-parent or grandparent adoption) (*RC 3107.09, .091*)
- \_\_\_ Form JFS 1693 – Ohio Law and Adoption Materials (not required for step-parent adoption) (*RC 3107.082, .083*)
- \_\_\_ Form JFS 1699 – Prefinalization Adoption Assessment Report (not required for step-parent adoption) (*RC 3107.12*)

**PRECEDING HEARING ON PETITION**

- \_\_\_ All applicable paragraphs of Petition to be completed (*RC 3107.05*); specifically, the Court checks for:
  - \_\_\_ Relationship of minor to petitioner
  - \_\_\_ Minor living in home of petitioner and was placed therein for adoption on (date)
  - \_\_\_ One of two boxes must be checked – minor is an adopted person defined in RC 3107.39 or 3107.45
  - \_\_\_ Reason birth certificate is not attached
  - \_\_\_ Minor is in permanent custody of (name)
  - \_\_\_ Persons/Agencies whose consent to adoption is required
  - \_\_\_ Persons whose consent to adoption is not required
- \_\_\_ Jurisdiction requirements not met per R.C. 3107.04
- \_\_\_ If person(s) other than parent has custody, Court requests a filed copy of Court Order granting such custody
- \_\_\_ Separate petition to be filed for each minor child
  - \_\_\_ If more than one child is being adopted by same petitioner, DEPOSIT for additional case(s) will be waived by court order; costs for additional case(s) will be charged to first case
- \_\_\_ At least twenty days before the date of hearing, notice of the filing of the petition and of the time and place of hearing shall be given by the court; all notices required shall be given as specified in the Rules of Civil Procedure; proof shall be filed with the court before the petition is heard. (*RC 3107.11*)
- \_\_\_ Address of \_\_\_natural father \_\_\_natural mother is unknown, and \_\_\_it is alleged in Petition that his/her consent is not required; Civil Rule 4.4 – Process: Service by Publication (SIX WEEKS, PER JUDGE) and RC 3107.07(A).
- \_\_\_ Placement proceedings need to be filed per RC 5103.16 (NOT required for step-parent, grandparent, or guardian)

**OTHER** \_\_\_\_\_