

## **Checklist** **Agency Adoptions**

### Filing Fee

Court Costs: \$183.00

### Requirements

The parties use the services of a licensed adoption agency. Probate Court involvement will be at the final stages. It is the agency who will approve the adopting parents, their home's suitability, the selection and placement of the child in their home, and advise when to finalize the adoption, subject to the Probate Court's approval. The agencies have a trained, professional staff and use legal counsel to ensure that the adoption is legally and efficiently handled. See Ohio Revised Code 3107.04 to determine if the adoption may be filed in Greene County.

Per R.C. § 3107.14, the Adoptee and the Petitioner must be present at the hearing.

**Note: On all paperwork you must use full names for everyone (first name, full middle name, and last name)**

**All paperwork must be typed. We will not accept handwritten documents.**

**All filings must be single-sided. We will not accept double-sided originals.**

**Please do not staple original paperwork. We cannot accept filings with staples.**

### Initial filing

- Self-Representation Acknowledgment (GC Form 75.1) *If applicable*
  - This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Form (GC Form 75.3-A)
- Certified Copy of Birth Certificate
- Petition for Adoption of Minor (Form 18.0)
- Judgment Entry Setting Hearing and Ordering Notice (Form 18.1)
- Mother's Permanent Surrender of Child ODJS Form 01666 (file-stamped in Juvenile Court before filed here)
- Father's Permanent Surrender of Child ODJS Form 01666 (file-stamped in Juvenile Court before filed here) *If applicable*
- Judgment Entry from Juvenile Court regarding Permanent Surrender of Child
- Ohio Putative Father Registry *If applicable*
- Order Appointing Assessor (GC Form 103.2)
- Judgment Entry Finding Consent Not Required (Form 18.4) *If applicable*
- Petitioner's Account (Form 18.9)
  - If filing a preliminary account with the initial filing, then we must have the final account 10 days before the hearing.
- Ohio Law and Adoption Materials – ODJS Form 1693 *If applicable*
- Final Decree of Adoption (without Interlocutory Order) (Form 18.7)

Note: If the hearing needs to be scheduled before the child has been in the home at least 6 months, then in lieu of this Final Decree of Adoption, the following must be filed:

  - Interlocutory Order of Adoption (Form 18.5)
  - Final Decree of Adoption (After Interlocutory Order) (Form 18.6)
- Adoption Certificate for Parents (Form 18.8)
- Statement of Adopted Persons Form (GC Form 103.1)
- Ohio Dept. of Health Vital Statistics Certificate of Adoption Form
  - This form should be used when the child was born in Ohio.
  - If the child was born in a different state, it is the Petitioner's responsibility to contact the state in which the child was born, and determine whether Vital Statistics in that state will accept this form. If not, it is the Petitioner's responsibility

to obtain the necessary forms and complete them. The correct forms must be filed with this initial filing. If this Ohio form is submitted with the initial filing, our Court will assume that the Petitioner has determined it to be acceptable, and we will proceed accordingly.

Later Filings

- Consent to Adoption (Form 18.3)
  - This must be dated within 6 months of the initial filing
  - If agency having custody is not an Ohio agency, the Ohio form must be submitted, even if an out of state consent is provided
  - The Agency's consent must be filed at least 10 days prior to the hearing
- Assessment for Child Placement (home study)
  - Must be completed by Children's Services, licensed Agency or qualified Adoption Assessor
  - All subsequent updates must be filed in addition to the initial home study
  - A complete home study must include:
    - Child Abuse Registry – Central Ohio
    - Criminal Background Check (BCI/FBI)
- Social and Medical History *If applicable*
- Prefinalization Adoption Assessment Report

*Note: The Home Study and Prefinalization Report must be filed with the Court at least 10 days prior the hearing on the Petition for Adoption. R.C. §§ 3107.031 and 3107.12*