

# SHELBY COUNTY PROBATE COURT

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## CHILDREN SERVICES ADOPTION CHECKLIST (revised 07/18/2016)

### INITIATION REQUIREMENTS

- \_\_\_ Form 18.0 – Petition for Adoption of Minor (*RC 3107.05*)
- \_\_\_ Filed copy of Juvenile Court Order terminating parental rights of each parent and granting permanent custody to Children Services and/or filed copy of Permanent Surrender for each parent
- \_\_\_ Form 18.3 – Consent to Adoption (by agency) (*RC 3107.06, 3107.081*) (*ALSO SEE BELOW FOR FURTHER HEARING REQUIREMENTS FOR MINOR CHILD*)
- \_\_\_ 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*) (*only if notice is not waived by agency by signing Consent*)
- \_\_\_ Form 18.9 - Petitioner’s Account – Preliminary Estimate Accounting (*RC 3107.055*)
- \_\_\_ Certified copy of minor’s birth certificate (*RC 3107.05*)
- \_\_\_ Form 18.01 - Order to Assessor (*RC 3107.031, Local Rule 75.1*) (*form must be fully completed with Assessor’s name/agency; please refer to Local Rule regarding need for “Verification of Assessor Qualifications”*)
- \_\_\_ Form JFS 1697 - Ohio Putative Father 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, .063, .064)

### 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)
  - \_\_\_ The name/address of the guardian ad litem during the permanent custody proceedings
  - \_\_\_ The name/address of the attorney representing the minor during the permanent custody proceedings
  - \_\_\_ 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
- \_\_\_ Separate petition to be filed for each minor child

### HEARING REQUIREMENTS – FOR PETITIONER/ATTORNEY

- \_\_\_ Form 18.9 - Petitioner’s Account – Final Accounting (*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:**
  - \_\_\_ **MINOR more than twelve years of age (*RC 3107.06*)**
- \_\_\_ 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 1673 – Assessment for Child Placement (*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) BCI record verification (and FBI verification if applicable)
- \_\_\_ (5) Completed water test, if required
- \_\_\_ (6) SACWIS search results

\_\_\_ Form JFS 1616 – Social and Medical History (*RC 3107.09, .091*)

\_\_\_ Form JFS 1693 – Ohio Law and Adoption Materials (*RC 3107.082, .083*) (*if voluntary permanent surrendered was signed by either parent*)

\_\_\_ Form JFS 1699 – Prefinalization Adoption Assessment Report (*RC 3107.12*)

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

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