

SHELBY COUNTY PROBATE COURT
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ADOPTION PLACEMENT FILING REQUIREMENTS

AT THE TIME OF INITIAL FILING

1. Application for Appointment of Assessor - SCPC FORM 300
2. Judgment Entry Appointing Assessor - SCPC FORM 301
3. Affidavit - SCPC FORM 308
4. Application for Placement - SCPC FORM 316 [by parent] / SCPC FORM 303 [by relative]
5. Pre-Placement Application - SCPC FORM 118.20 [adoptive parent(s)]
6. Entry Ordering Independent Home Study - SCPC FORM 302
7. Entry Setting Hearing – SCPC FORM 304 (Note: A hearing on both the birth parent(s) and the adoptive parent(s) placement applications will be scheduled at the same time unless the Court is requested to set separate hearings.)
8. All forms must then be filed with the Probate Court Clerk's Office. **At the time of filing, an initial deposit of \$300.00 is required.** Please confirm the amount with the Clerk since filing fees may have changed subsequent to the date of this instruction sheet. This fee must be paid by cash, check or money order made payable to the Shelby County Probate Court.

PRIOR TO HEARING

1. If placement is approved prior to the child's birth, please note the consent hearing for the birth parent(s) cannot occur until at least 72 hours after the child's birth. **The biological parent(s) must meet with an assessor for the pre-consent interview at least 72 hours prior to a consent hearing.**
2. Ohio Laws and Adoption Materials - ODHS 1693 must be filed for each consenting birth parent.
3. The adoptive family must have a home study completed and filed, including the results of a criminal record check from BCI, and if applicable, FBI.

AT THE TIME OF HEARING

1. Written Statement of Natural Parent - SCPC FORM 305
2. Affidavit – SCPC FORM 309
3. If the consent of the biological parent(s) will be executed at the placement hearing, the Consent to Adoption - Form 18.3 should be prepared but not signed. This form will be executed in the presence of the Court.
4. A statement from the child's physician as to the medical condition of the child to be placed (per Local Rules – see below)
5. Entry on Placement - SCPC FORM 306
6. Order of Release - SCPC FORM 118.32 (if necessary)
7. Petition for Adoption if the placement is approved (per Local Rules – see below)

PLEASE NOTE SELECTED LOCAL RULES OF COURT:

RULE 75.1 - ADOPTIONS

B. In private placement adoptions, a pre-placement application in a form prescribed by the Court shall be filed by the proposed adopting parents not less than five (5) days prior to placement if applicants are residents of Shelby County, Ohio, and not less than thirty (30) days prior to placement if applicants are not residents of Shelby County, Ohio.

C. Once the applications have been approved by the Court, a hearing shall be held not less than seventy-two (72) hours after the birth of the child or after the parent(s) have met with the adoption assessor, whichever occurs later, for the placement and consent by the parents. Prior to the placement hearing, the Court shall be supplied with a statement from the child's physician as to the medical condition of the child to be placed. If the placement is approved, the adoption petition must be filed before the Court will issue a Hospital Release for the release of the child to the petitioners or the attorney of the petitioners. The adoption petition shall not be set for hearing until after the placement is complete.

Assessors:

Assessors under contract with the Court, as named below, shall be paid the court approved fee for their services. The petitioner shall be responsible for providing payment of the fee directly to the assessor prior to the assessor performing any services.

Kathy Lindsey Telephone: 937-726-6484 (cell) | e-mail: Klindsey3@woh.rr.com
Bridget Davis Telephone: 937-623-0101 (Cell) | 937-658-6631 (Work)

The Petitioner shall be responsible for contacting one of the above court-contracted assessors OR another qualified/certified assessor of their choosing to make arrangements with the assessor to provide the assessment. That person's name and information will need to be inserted onto the form "Order to Assessor". If you choose an assessor other than Kathy Lindsey or Bridget Davis, please also provide the Court with the "Verification of Assessor Qualifications" that can be obtained directly from the assessor.

The current fees approved by the Court for payment of assessor services are:

1. Birth adoption: \$875.00
2. Grandparent / family adoption: \$475.00
3. Stepparent adoption: \$175.00

Any additional fees other than those stated above shall be invoiced by the assessor and filed with the Court for approval before petitioner makes payment directly to the assessor.