

SHELBY COUNTY PROBATE COURT

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PRIVATE OR FAMILY/RELATIVE ADOPTION CHECKLIST

(revised 07/18/2016)

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 (*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)

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:**

___ **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 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)*)**

___ E. 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 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) 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 (not required for grandparent adoption) (*RC 3107.09, .091*)
- ___ Form JFS 1693 – Ohio Law and Adoption Materials (*RC 3107.082, .083*)
- ___ Form JFS 1699 – Prefinalization Adoption Assessment Report (*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
- ___ 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 73(E)(6) – Service of Notice - Publication (*RC 3107.07(A)*).
- ___ Placement proceedings need to be filed per RC 5103.16 (NOT required for grandparent, grandparent’s husband or wife, a legal custodian , or a guardian). PLEASE SEE SEPARATE “ADOPTION PLACEMENT FILING REQUIREMENTS” CHECKLIST AND PLACEMENT FORMS.

OTHER _____
