

Checklist

Placement in a Private Adoption

Initial Costs and Fees:

Filing Fees: **\$214.00 (covers the placement and the adoption) (Includes 5 Certified Copies of Adoption Decrees)**

Home Study Fees: **\$1500.00 (if using the Court's assessor for the placement - for 1 child being adopted. Each *additional* child is \$50.00)**

Requirements

If the natural parent(s) are residents of Greene County, Ohio, then they may apply for placement through Greene County Probate Court.

If the prospective adoptive parent is a stepparent, a grandparent, a grandparent's husband or wife, a legal custodian or a legal guardian of the child being adopted then they do not need to go through a court for placement. If that is not the case, then the child must be placed with the prospective adoptive parent through a court proceeding. See R.C. §5103.16 for more details.

Placement proceedings are required to be completed before the child enters the home of the Petitioner(s). If the child is already living in the home with Petitioner(s), please consult with an attorney to determine the appropriate action to establish placement pursuant to R.C. §5103.16.

If you are unable to determine whether or not your situation requires a legal placement, please contact an attorney to assist you. The Deputy Clerks in Probate Court are prohibited by law from giving legal advice.

The Process

The documents listed below must be prepared by the natural parent(s) or their attorney, and brought into court for filing. Once the documents have been approved for filing by the court, a hearing on the placement will be set. Prior to the hearing, a home study will need to be conducted.

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 child's birth certificate
 - If this is unavailable, then it must be filed with the Petition for Adoption
- Application for Placement (GC Form 103.6)
- Consent of Prospective Adoptive Parents (GC Form 103.7)
- Affidavit Regarding Biological Father (GC Form 103.8) *if applicable*
- Waiver of Natural Parents (GC Form 103.9)
- Entry Scheduling Application for Hearing (GC Form 103.10)
- Entry Approving Placement (GC Form 103.11)
- Order of Release (GC Form 103.12) *if applicable*
- Order Appointing Assessor (GC Form 103.2)
- Consent to Adoption (Form 18.3)
 - A consent from **each** of the natural parents must be filled out and brought in with the initial placement paperwork
 - The Court will hold these Consents to Adoption, and have the natural parents sign them at the placement hearing in front of the Judge.
- Ohio Department of Job and Family Services Assessment for Child Placement (Home study)
 - If using a private assessor, this may be filed with the initial paperwork if the home study has been completed
 - If using the Court's assessor, this will not be filed with the initial paperwork

*See Private Adoption Checklist for filing requirements for the adoption.