

Checklist **Children Services Adoptions**

Filing Fee

\$209.00 (Includes 5 Certified Copies of Adoption Decrees)

Requirements

The child is placed through children services. 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 R.C. §3107.04 to determine if the adoption may be filed in Greene County.

Pursuant to R.C. §3107.14, the Adoptee and the Petitioner(s) 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

- Petition for Adoption of Minor (Form 18.0)
- Certified Copy of Birth Certificate
- Judgment Entry Setting Hearing and Ordering Notice (Form 18.1)
- Copy of the Judgment Entry from Juvenile Court granting permanent custody of the child to the Agency
- Copy of the Interstate Compact on the Placement of Children documentation *if applicable*
- Order Appointing Assessor (GC Form 103.2)
- Self-Representation Acknowledgment (GC Form 75.1) *If applicable*
 - o This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Form (GC Form 75.3-A)
- Petitioner's Account (Form 18.9)
 - o If filing a preliminary account with the initial filing, then we must have the final account 10 days before the hearing.
- Judgment Entry Finding Consent Not Required (Form 18.4) *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:

 - o Interlocutory Order of Adoption (Form 18.5)
 - o 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
 - o This form should be used when the child was born in Ohio.
 - o 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 (may also be filed with initial filing)

- 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 (Petitioner(s) and all adults age 18 years and older living in the home)
 - Criminal Background Check (BCI/FBI – Petitioner(s) and all adults age 18 years and older living in the home)
- 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