

## **Instructions**

### **Private Agency Adoptions**

#### **Requirements**

The parties use the services of a licensed adoption agency. 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 Ohio Revised Code 3107.04 to determine if the adoption may be filed in Portage County.

**Per R.C. § 3107.14, the Adoptee and the Petitioner 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 Attorney**

- ☐ Certified Copy of Birth Certificate
- ☐ Petition for Adoption of Minor (Form 18.0)
- ☐ Petitioner's Account (Form 18.9) \* if marked as a preliminary account then final due 10 days prior to hearing.
- ☐ Request for Notification (JFS form 1679)
- ☐ Certificate of Adoption Vital Statistics Form (HEA 2757)
  - \*\*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 the Ohio form is submitted with the initial filing, our Court will assume that the Petitioner has determined it to be acceptable, and will proceed accordingly.
- ☐ Judgment Entry Finding Consent Not Required (Form 18.4) *If applicable*
  - ☐ Mother's Permanent Surrender of Child JFS 1666
  - ☐ Father's Permanent Surrender of Child JFS 1666
  - ☐ Copy of Judgment Entry from Juvenile Court regarding Permanent Surrender of Child
- ☐ Social and Medical History (JFS 1616)
- ☐ Putative Father Registry *If applicable*
- ☐ Disclosure Statement for birth parents (JFS 1693) or letter from agency assessor stating not available
- ☐ Adoptive Placement Agreement (JFS 1654)
- ☐ Assessment for Placement (home study) completed by, licensed Agency / qualified Adoption Assessor (JFS Form 1673)
  - o Child Abuse Registry within one year of filing date
  - o Criminal Background Check (BCI/FBI) within one year of filing date
- ☐ If out of state agency placing child in Ohio, or child is placed out of state (from Ohio), need Interstate Compact Approval for Placement (form 100-A)
- ☐ 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)

#### **Later Filings – if not filed with above, must be filed at least 10 days prior to the hearing R.C. §§ 3107.031 and 3107.12**

- ☐ Agency consent to Adoption (Form 18.3) \*This must be dated within 6 months of the initial filing
- ☐ Prefinalization Adoption Assessment Report (ODHS 1699) w/verification of Assessor Certification (ODHS 1680)
- ☐ Petitioner's Final Account (Form 18.9) – if not already filed

The hearing will be scheduled 6 months from placement of child with petitioners.