

MIAMI COUNTY PROBATE COURT

(www.co.miami.oh.us)

STEPPARENT ADOPTION CHECKLIST

- Forms must be typed or printed in ink
- There may be additional requirements based upon the specific circumstances in the case

INITIAL FILINGS / REQUIREMENTS

- ___ Court costs paid at time of filing (Local Rule 58.1)
 - ___ If ≥ 5 children are in the home (including the perspective adoptive child), contact the court for the additional amount to be paid for the home study
- ___ Jurisdiction requirements are met (RC 3107.04)
- ___ Separate petition to be filed for each minor child, if more than one child is being adopted by Petitioner
- ___ **Form 18.0 - Petition for Adoption of Minor** (RC 3107.05). All applicable paragraphs of Petition to be completed; specifically:
 - ___ Relationship of minor to petitioner
 - ___ Property and Value
 - ___ Minor living in home of petitioner and was placed therein for adoption
 - ___ One of two boxes must be checked – minor is an adopted person defined in RC 3107.39 or 3107.45. (The same box shall also be checked on Final Decree and Statement of Adopted Persons)
 - ___ Minor is in the permanent custody of (name)
 - ___ Persons / Agencies whose consent to adoption is required
 - ___ Persons whose consent to adoption is not required
- ___ **Petitioner's Information**
- ___ Original or Certified copy of minor's birth certificate (RC 3107.05)
- ___ **Form - 18.3 - Consent to Adoption** (RC 3107.06, 3107.08, 3107.081)
 - ___ For Minor, who is more than 12 years of age; must be executed in presence of Court
- ___ **Child's Residency Affidavit**
 - ___ Entire form / complete dates / complete addresses / names / statements answered / additional knowledge must be completed
- ___ **Petitioner's Affidavit**
 - ___ Entire form / names / addresses must be completed
- ___ **Form 18.5 - Interlocutory Order of Adoption**, if applicable (RC 3107.13, 3107.14)

HEARING REQUIREMENTS

CONSENT REQUIRED (to be filed with initial filings)

- ___ **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)

CONSENT NOT REQUIRED, if applicable (to be filed with initial filings)

- Form 18.1A – Judgment Entry Setting Consent Not Required Hearing & Hearing on Petition (RC 3107.11)**
- Form 18.2 - Notice of Hearing on Petition for Adoption (RC 3107.11)**
- Form 18.4 - Judgment Entry Finding Consent Not Necessary (RC 3107.07)**

ASSESSOR (to be filed with initial filings)

- Form 18.21 - Order to Assessor**

PUTATIVE FATHER REGISTRY

- Ohio Putative Father Registry Certificate (RC 3107.064)

PUBLICATION REQUIREMENTS

- Affidavit (listing three specific attempts to locate)
- Motion / Entry for Publication; three consecutive weeks; (CivR 4.4(A),73(E), RC 3107.11)
- Publication (Three consecutive weeks / Contact Court for further information)
- Proof of Publication

FINAL HEARING (to be filed with initial filings)

- Form 18.6 - Final Decree of Adoption After Interlocutory Order (RC 3107.13, 3107.14, 3107.15)**
- Form 18.7 - Final Decree of Adoption Without Interlocutory Order (RC 3107.13, 3107.14, 3107.15)**
- Form 18.8 – Adoption Certificate for Parents**
- HEA 2757 – Vital Statistics Certificate of Adoption**
- Vital Statistics Informational Form (only necessary if born outside Ohio)**
- Statement of Adopted Persons**

Notes _____

