

RELATIVE ADOPTIONS

I. PRE-PLACEMENT APPLICATION- filed by Atty. for Adoptive Parents

- A. Atty. brings in completed application (Form 20.1) using full, legal names, no initials and pays court costs**
- B. Court orders home study (Form 20.2)**
- C. Record Check – Petitioners make appointment with the Court to process fingerprints for criminal background check. Prints need to be done yearly for the duration of the case. Please call 419-213-4794.**

II. PLACEMENT APPLICATION

A. If filed by Atty. for birth mother and/or legal father:

- * **Filed anytime after pre-placement application (Form 20.3-A for child already born or Form 20.3 for unborn child)**
- * **Court orders appointment of birth parent assessor (Form 20.4)**
- * **Assessor duties:**
 - * **Provide birth parents with JFS materials about adoption and birth parents rights (no less than 72 hours before consent is signed by legal birth parents)**
 - * **Complete Ohio Law & Adoption Materials (JFS Form 1693 includes 5 components)**
 - * **Complete Social/Medical History (JFS Form 1616) unless child is being adopted by grandparent**
 - * **Complete Lucas County assessment report**
- * **Putative Father Registry**
 - * **Putative Father Registry Certification dated 16 or more days after the minor's birth**
 - * **Request For Info RE: Paternity Establishment Form completed by Central Paternity Registry dated 15 or more days after the minor's birth. Fax information must be legible or a certification from the attorney will be required**
- * **Court schedules placement hearing and sends notice to non-applying legal parent (Form 20.11-B)**

B. If filed by Atty. for relative petitioner

- * **Filed where birth parents have abandoned child or are deceased (Form 20.3-B)**
- * **Atty. applies to Putative Father Registry (JFS Form 1694) if birth father is putative (for child born on or after 1/1/1997)**
- * *** Request For Info RE: Paternity Establishment Form completed by Central Paternity Registry dated 15 or more days after the minor's birth**
- * **Court schedules placement hearing and send notice to legal parents (Form 20.11-B)**

III. PLACEMENT HEARING

- A. Home study must be completed and approved by Court, including criminal background check done within the last year.**
- B. Assessors report is provided, (if applicable) having been completed at least 72 hours prior to the placement hearing.**
- C. If application is made by legal birth parents, hearing includes:**
 - * Testimony regarding identity of birth father, if putative**
 - * Testimony regarding issue of abandonment of non-applying legal parent, if applicable**
 - * Court provides:**
 - * Statement of Natural Parents (Form 20.5)**
 - * Consent to Adoption (Form 18.3)**
 - * Placement Order to Petitioners (Form 20.8) after receipt of Putative Father Registry Certification, if applicable**
- D. If application made by relative petitioner, hearing includes:**
 - * Testimony regarding issue of abandonment of legal parents**
 - * Court provides:**
 - * Placement Order to Petitioners (Form 20.8) after receipt of Putative Father Registry Certification, if applicable**

IV. PETITION FOR ADOPTION

- A. Attorney provides:**
 - * Petition for Adoption (Form 18.0) filed on date of Placement Order and no later than 90 days after placement, using full legal names, no initials**
 - * Preliminary Estimate Account (Form 18.9)**
- B. Court provides:**
 - * Order setting hearing on petition 33-45 days after placement (Form 20.11A)**
 - * If notice of hearing on petition is required by law on either parent, they must be served by personal service (Form 18.2 NOH)**
 - * Notice of hearing on petition to any non-consenting parent described above, must be completed at least 20 days prior to hearing**

V. INTERLOCUTORY HEARING

- A. Birth parent files objection**
 - * Interlocutory hearing is vacated and hearing on petition is continued (Form 20.12)**
 - * If consent is found necessary, petition is dismissed**
 - * If consent is found not required, (Form 18.4) a best interest hearing is scheduled by the court**

- B. No objection is filed**
 - * **Interlocutory hearing proceeds**
- C. Paper hearing**
 - * **If father is putative, must have on file the certification from the Ohio Putative Father Registry, having been provided by Atty for birth mother**
 - * **Updated home study is required before order is signed**
 - * **Even if no objection is filed by legal father, sign Form 18.4 (JE Finding Consent Not Necessary)**
- D. If consent is not an issue, (having been deemed unnecessary or having been obtained) and granting of the petition is in the best interests of the child, then an Interlocutory Order of Adoption (Form 18.5) is entered and final hearing is scheduled for 6 months after date of placement.**
- E. Effect of Interlocutory Order**
 - * **Birth parents can no longer object unless showing of fraud etc.**
 - * **Birth parents can no longer withdraw their consent**

VI FINAL HEARING

- A. Petitioners and child MUST appear**
- B. Prefinalization Adoption Assessment Report (JFS Form 1699) is reviewed, and had been filed at least 10 days prior to final hearing**
- C. Atty provides:**
 - * **Petitioners Final Account (Form 18.9) filed at least 10 days prior to hearing**
 - * **ODH Vital Statistics Certificate of Adoption (Form HEA 2757) filed at least 10 days prior to hearing with an original or certified copy of child's existing birth certificate**
- D. Court provides:**
 - * **Request for Notification (Form 20.16)**
 - * **Entry Approving Report and Finalizing Adoption (Form 18.6)**
 - * **Adoption Certificate for Parents (Form 18.8)**
- E. Court forwards documents to State Bureau of Vital Statistics for new birth certificate and notifies child support, if applicable**
- F. Petitioner to wait at least 30 days after the final hearing to order the new birth certificate, following the instructions provided in the packet at the final hearing.**