

STEP PARENT ADOPTIONS

I. PETITION FOR ADOPTION

- A. Attorney provides:
- * Petition for Adoption (Form 18.0) signed by adopting parent only, using full legal names, no initials and pays court costs.
 - * Spouse signs consent. (Form 18.3)
 - * ODH Vital Statistics, Certificate of Adoption (Form HEA 2757) with original or certified copy of child's existing birth certificate.
 - * 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. Corresponding document required.
 - * Need Consent (Form 18.3) by legal father or Putative Father Registry Certification OR notification of hearing (Form 18.2) will be done by court.
 - * If legal father, we need copy of paperwork.
 - * Record Check- Stepparent has fingerprints done for a criminal background check. A list of locations will be provided by your social worker.
- B. Home study is ordered by the Court and must be approved before any hearings.
- C. Final Hearing is set if we have consent by parents or consent by a parent and Putative Father Registry Certification
- D. Hearing on Petition will be set if non-consenting parent needs to be notified.
- * Notification is by personal service, arranged by the Court, or publication if address is unknown.
 - * If publication is necessary, Attorney to provide Affidavit and Request for Service by Publication
 - * Certified mail may be used if non-consenting parent is incarcerated.

II. HEARING ON PETITION (petitioners come without children)

- A. If non-consenting parent does not appear:
- * Evidence taken regarding history of payment and support.
 - * Judge signs JE/Consent Not Required (Form 18.4) and JE/Best Interest (Form 20.14-A). Final Hearing is scheduled.
- B. If non-consenting parent files a written objection within 14 days after service:
- * Contested Consent Hearing is scheduled for half or whole day testimony.
 - * If consent is found necessary, petition is dismissed.
 - * If consent is found unnecessary, Best Interest Hearing is scheduled.
 - * If Best Interest to be adopted is confirmed, Final Hearing is scheduled.
 - * If Best Interest to be adopted is denied, Petition is dismissed.

III. FINAL HEARING

- A. Petitioners and child must appear.
- B. Court provides:
- * Notice of Final Hearing (Form 20.11A)
 - * Adoption Certificate for Parents (Form 18.8)
 - * Final Decree. (Form 18.7)
- C. Court forwards documents to State BVS for new birth certificate and notifies child support, if applicable
- D. 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.