

PIKE COUNTY PROBATE COURT  
www.pikecountypjcourt.com

**FILING INSTRUCTIONS FOR  
THE FILING OF MINOR ADOPTION  
(STEP PARENT OR FOSTER PARENT ADOPTION)**

*Please Note: Representation by an attorney is mandatory for all petitioners*

In addition to the standard probate forms necessary to file a Petition for Adoption of Minor, the following must also be provided *at the time of filing*:

- Filing fees of \$150.00 (*additional costs may be required as this is a cost deposit ONLY*)
- \*Home study fees of \$500.00 payable by a separate check or money order. Please call the court for updated information on the adoption assessor and who to write the check to. If more than one is child to be adopted, each additional home study will be \$100.00 (In some cases home study fees may be waived in a foster parent petition if the county agency placed the children – check with the deputy clerk before filing)
- BCI and FBI background check results for each petitioner and each adult living in the adoptive home. These must be filed with the petition.
- Certified copy of the child's birth certificate
- Putative Father Certificate if the father's name is NOT on the birth certificate unless the exceptions in ORC 3107.064(B) are applicable
- Statement of Adopted Person

The following is required at least seven (7) days prior to the hearing:

- All proposed orders
- Certificate of Adoption (HEA 2757) required for all Ohio births

*\*Please see the attached list of requirements for adoption home studies.*

*\*\*Please see the attachment regarding the execution of consents*

**STATEMENT OF ADOPTED PERSON**

**CASE NO.** \_\_\_\_\_

**CHILD'S NAME AFTER ADOPTION** \_\_\_\_\_

**THE CHILD NAMED IN THIS ADOPTION IS:**

- A minor who became available or potentially available for adoption on or before September 18, 1996 and at least one of the biological parents consented to the adoption or a probate court entered a finding that the biological parent(s) signature was not needed. O.R.C. 3107.45
- A minor who became available for adoption after September 18, 1996 (O.R.C. 3107.45)

**EXCLUSIONS FOR ODHS 1693 DISCLOSURE**

- Foreign adoption finalized in another county and re-finalized in Ohio.
  - Foreign adoption finalized in Ohio only.
  - Step-parent adoption.
  - Involuntary surrender/court commitment.
  - Other (please specify). \_\_\_\_\_
- \_\_\_\_\_

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO  
\_\_\_\_\_, JUDGE

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_  
(Name after adoption)

CASE NO. \_\_\_\_\_

**PETITION FOR ADOPTION OF MINOR**  
[R.C. 3107.05]

The undersigned petitions to adopt \_\_\_\_\_  
a minor, and to change the name of the minor to \_\_\_\_\_

**PETITIONER**

The petitioner states the following:

Full Name: \_\_\_\_\_ Age \_\_\_\_\_

Full Name: \_\_\_\_\_ Age \_\_\_\_\_

Place of Residence: \_\_\_\_\_  
Street Address

Post Office \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Duration of residence \_\_\_\_\_

Marital Status: \_\_\_\_\_ Date and Place of Marriage: \_\_\_\_\_

Relationship of Minor to Petitioner: \_\_\_\_\_

The petitioner has facilities and resource suitable to provide for the nurture and care of the minor and it is the desire of the petitioner to establish the relationship of parent and child with the minor.

**MINOR TO BE ADOPTED**

Birth Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Property and Value: \_\_\_\_\_

The minor is living in the home of the petitioner, and was placed therein for adoption on the \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_

The minor is not living in the home of the petitioner, and resides at \_\_\_\_\_

A certified copy of the birth certificate of the minor is filed with this petition or is not available due to the following:  
\_\_\_\_\_

A Preliminary Estimate Accounting (Form 18.9), if required, is filed with this petition.

The minor is in the permanent custody of \_\_\_\_\_  
whose address is \_\_\_\_\_

CASE NO. \_\_\_\_\_

The guardian ad litem during the permanent custody case was \_\_\_\_\_

whose address is \_\_\_\_\_

The attorney representing the minor during the permanent custody case was \_\_\_\_\_

whose address is \_\_\_\_\_

A child support order exists and is administered by the \_\_\_\_\_ County Child Support Agency.

**PERSONS OR AGENCIES WHOSE CONSENT TO THE ADOPTION IS REQUIRED**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age, if minor \_\_\_\_\_  
Address: \_\_\_\_\_  Consent filed

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age, if minor \_\_\_\_\_  
Address: \_\_\_\_\_  Consent filed

\_\_\_\_\_, the agency has permanent  
Custody of the minor filed under, \_\_\_\_\_  Consent filed

**PERSONS WHOSE CONSENT TO THE ADOPTION IS NOT REQUIRED**

No person registered with Ohio's putative father registry within 15 days of the minor's birth. See verification attached.

A The consent of \_\_\_\_\_  
Name Address Relationship

B The consent of \_\_\_\_\_  
Name Address Relationship

is/are not required because:

A B  
  The parent has failed without justifiable cause to have more than de minimis contact with the minor for a period of one year immediately preceding the filing of the petition.

The parent has failed without justifiable cause to provide meaningful and regular maintenance and support of the minor as required by law or judicial decree for a period of one year immediately preceding the filing of the petition.

The person meets criteria set forth under subsection \_\_\_\_\_ of R.C. 3107.07 and therefore the person's consent is not required.

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Attorney for Petitioner

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Attorney Registration No.

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Email Address

**PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO**

**IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_**  
(Name after adoption)

**CASE NO. \_\_\_\_\_**

**JUDGMENT ENTRY  
SETTING HEARING AND ORDERING NOTICE**  
[R.C. 3107.11]

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

\_\_\_\_\_ filed a petition to adopt \_\_\_\_\_

and to change the name of the minor to \_\_\_\_\_

It is ordered that the Petition For Adoption will be heard on the \_\_\_\_\_ day of \_\_\_\_\_,

20 \_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_. M. , and that notice be given as required by law.

\_\_\_\_\_  
Probate Judge

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO  
\_\_\_\_\_, JUDGE

ADOPTION OF \_\_\_\_\_  
(Name after adoption)  
CASE NO. \_\_\_\_\_

**NOTICE OF HEARING ON PETITION FOR ADOPTION**

Notice must be served not less than 30 days before the date of the hearing  
[R.C. 3107.11]

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are hereby notified that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, filed in this Court a Petition for Adoption of \_\_\_\_\_,  
a minor, whose date of birth is \_\_\_\_\_, and for change of the name of the minor to  
\_\_\_\_\_. This Court, located at \_\_\_\_\_  
\_\_\_\_\_ will hear the petition on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_M.

It is alleged in the petition, pursuant to R.C. 3107.07, that the consent of \_\_\_\_\_  
(Name)  
is not required due to the following:

- That person is a parent who has failed without justifiable cause to have more than de minimis contact with the minor for a period of one year immediately preceding the filing of the adoption petition.
- That person is a parent who has failed without justifiable cause to provide meaningful and regular maintenance and support of the minor as required by law or judicial decree for a period of one year immediately preceding the filing of the adoption petition.
- The person meets criteria set forth under subsection \_\_\_\_\_ of R.C. 3107.07 and therefore the person's consent is not required.

**A FINAL DECREE OF ADOPTION, IF GRANTED, WILL TERMINATE YOUR PARENTAL RIGHTS AND RESPONSIBILITIES, INCLUDING THE RIGHT TO CONTACT THE MINOR. ALL LEGAL RELATIONSHIPS BETWEEN THE MINOR AND YOU AND YOUR RELATIVES WILL TERMINATE, SO THAT THE MINOR IS A STRANGER TO YOU AND YOUR RELATIVES FOR ALL PURPOSES, WITH THE EXCEPTION OF DIVISION (A)(1)(b) OF SECTION 3107.15 OF THE REVISED CODE.**

**IF YOU OBJECT TO THE ADOPTION, AND THE MINOR WAS LESS THAN ONE YEAR OF AGE AT THE TIME THE PETITION FOR ADOPTION WAS FILED, YOU MUST DO BOTH OF THE FOLLOWING:**

- (1) FILE A WRITTEN OBJECTION WITH THE COURT WITHIN FOURTEEN DAYS FROM THE DATE OF SERVICE OF NOTICE OF THE FILING OF THE PETITION AND OF THE TIME AND PLACE OF HEARING.**

**(2) APPEAR AT THE HEARING.**

**IF YOU OBJECT TO THE ADOPTION, AND THE MINOR WAS ONE YEAR OF AGE OR OLDER AT THE TIME THE PETITION FOR ADOPTION WAS FILED, YOU MUST DO BOTH OF THE FOLLOWING:**

**(1) FILE A WRITTEN OBJECTION WITH THE COURT WITHIN TWENTY-EIGHT DAYS FROM THE DATE OF SERVICE OF NOTICE OF THE FILING OF THE PETITION AND OF THE TIME AND PLACE OF HEARING. FOR GOOD CAUSE SHOWN, THE COURT MAY EXTEND THE TIME IN WHICH A WRITTEN OBJECTION MAY BE FILED.**

**(2) APPEAR AT THE HEARING.**

**A FINAL DECREE OF ADOPTION MAY BE ENTERED IF YOU FAIL TO FILE A WRITTEN OBJECTION ON TIME AND APPEAR AT THE HEARING.**

**RIGHT TO AN ATTORNEY: YOU HAVE A RIGHT TO BE REPRESENTED BY AN ATTORNEY. IF YOU ARE INDIGENT AND UNABLE TO EMPLOY AN ATTORNEY, YOU ARE ENTITLED TO HAVE AN ATTORNEY PROVIDED FOR YOU PURSUANT TO CHAPTER 120. OF THE REVISED CODE. YOU MUST CONTACT THE COURT ON RECEIPT OF THIS NOTICE IF YOU ARE REQUESTING THAT AN ATTORNEY BE APPOINTED FOR YOU.**

**THE COURT SHALL CONSIDER A WRITTEN REQUEST FOR AN ATTORNEY OR A NOTICE OF APPEARANCE FILED BY AN ATTORNEY ON YOUR BEHALF, IN ACCORDANCE WITH THE ABOVEMENTIONED TIME FRAMES, AS GROUNDS FOR AN EXTENSION TO FILE WRITTEN OBJECTIONS.**

\_\_\_\_\_  
Probate Judge

By: \_\_\_\_\_  
Deputy Clerk



CASE NO. \_\_\_\_\_

The State of Ohio, \_\_\_\_\_ Probate Court

I hereby certify that I caused a copy of the within notice to be mailed, by certified mail, to the last known address of \_\_\_\_\_

At \_\_\_\_\_

At \_\_\_\_\_

\_\_\_\_\_, Probate Judge

By: \_\_\_\_\_

Deputy Clerk

**RETURN**

\_\_\_\_\_, County, Ohio

\_\_\_\_\_, 20\_\_

Received this writ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., and on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, I served the same by delivering a true copy thereof personally to \_\_\_\_\_

**FEES**

Service and return, 1st name, \$ \_\_\_\_\_

\_\_\_\_\_ Additional names, at \$ \_\_\_\_\_

\_\_\_\_\_ Miles traveled, at \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

\_\_\_\_\_  
Sheriff

\_\_\_\_\_  
Deputy Sheriff

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_

(Name after adoption)

CASE NO. \_\_\_\_\_

**CONSENT TO ADOPTION**  
[R.C. 3107.06, 3107.08 & 3107.081]

The undersigned \_\_\_\_\_

[check one of the following seven capacities by which your consent is given]

- Mother
- Father
- Parent
- Putative father who has registered under R.C. 3107.062
- Agency having permanent custody
- Minor, who is more than twelve years of age (this consent must be executed in the presence of the Court)
- Other \_\_\_\_\_

hereby waives notice of the hearing on the Petition For Adoption to be filed in the court, and consents to the adoption of \_\_\_\_\_

(Name before adoption)

as proposed in the petition.

The undersigned further states that this consent is voluntarily executed irrespective of disclosure of the name or other identification of the prospective adopting parents.

Sworn to before me and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Person authorized pursuant to R.C.  
Chapter 3107 to take this  
acknowledgement

\_\_\_\_\_  
Title

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO  
\_\_\_\_\_, JUDGE

ADOPTION OF \_\_\_\_\_  
(Name after adoption)

CASE NO. \_\_\_\_\_

**JUDGMENT ENTRY FINDING CONSENT NOT REQUIRED**  
[R.C. 3107.07]

The Court finds all parties properly before the Court by waiver of notice or by proper service and after hearing the testimony of witnesses, and the evidence, finds that the consent of \_\_\_\_\_ is not required because;

- That person is a parent who has failed without justifiable cause to have more than de minimis contact with the minor for a period of one year immediately preceding the filing of the adoption petition.
- That person is a parent who has failed without justifiable cause to provide meaningful and regular maintenance and support of the minor as required by law or judicial decree for a period of one year immediately preceding the filing of the adoption petition.
- The person meets criteria set forth under subsection \_\_\_\_\_ of R.C. 3107.07 and therefore the person's consent is not required.

IT IS SO ORDERED that the consent of the above-named person is not required.

\_\_\_\_\_, Probate Judge

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

\_\_\_\_\_, JUDGE

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_  
(Name after adoption)

CASE NO. \_\_\_\_\_

**FINAL DECREE OF ADOPTION**

(After Interlocutory Order)

[R.C. 3107.02 & 3107.14]

The Court finds that the minor has now lived in the home of the petitioner, \_\_\_\_\_

\_\_\_\_\_ for at least six months;

that a further report of the assessor has been filed and is approved; that the adoption is in the best interest of the minor being adopted; that the accountings, as required, have been filed, reviewed and approved; and that the minor is an adopted person.

It is therefore ordered that the Petition for Adoption is granted, and that the name of the minor is changed to \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probate Judge

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

\_\_\_\_\_, JUDGE

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_  
(Name after adoption)

CASE NO. \_\_\_\_\_

**FINAL DECREE OF ADOPTION**

(Without Interlocutory Order)

[R. C. 3107.02, 3107.14, and 3107.19]

This day this matter came on to be heard on the petition of \_\_\_\_\_  
\_\_\_\_\_ for the adoption and change of name of the minor being  
adopted.

The Court finds that notice has been given to all parties; that all consents have been filed or have been found not required; that the allegations in the petition are true; that the minor has been lawfully placed in the home of the petitioner; that the minor has lived in the home of the petitioner for six months as required by law; that a report of the assessor has been filed and is approved; that the adoption is in the best interest of the minor being adopted; that the accountings, as required, have been filed, reviewed and approved, and that the minor is an adopted person.

It is therefore ordered that the Petition for Adoption is granted, and that the name of the minor is changed to \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probate Judge

**PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO**

**ADOPTION OF \_\_\_\_\_**  
 (Name after adoption)

**CASE NO.** \_\_\_\_\_

**PETITIONER'S ACCOUNT**  
 [R.C. 3107.055]

**PRELIMINARY ESTIMATE ACCOUNTING**  
 (To be filed not later than date petition filed)

**FINAL ACCOUNTING**  
 (To be filed not later than 10 days prior to date of final hearing)

This accounting specifies all disbursements of anything of value the petitioner, a person on the petitioner's behalf, and the agency or attorney made and has agreed to make in connection with the minor's permanent surrender under division (B) of Section 5103.15 of the Revised Code, placement under Section 5103.16 of the Revised Code, and adoption under Chapter 3107. (Attach extra sheets if necessary)

DATE	NAME AND ADDRESS	DISBURSEMENTS MADE OR AGREED TO BE MADE	ACTUAL COSTS
	PHYSICIAN		
	HOSPITAL/MEDICAL FACILITY		
	ATTORNEY		
	ACTUAL COST TO THE ATTORNEY		
	AGENCY		
	ACTUAL COST TO THE AGENCY		
	MAINTENANCE AND MEDICAL CARE REQUIRED UNDER R.C. 5103.15		
	EXPENSES PURSUANT TO R.C. 3107.055(C)(9)		
	FOSTER CARE		
	GUARDIAN AD LITEM		
	COURT COSTS		
	ALL OTHER DISBURSEMENTS		
	TOTAL		

CASE NO. \_\_\_\_\_

[Reverse of Form 18.9]

## CERTIFICATION OF PETITIONER'S ACCOUNT

The undersigned certifies this \_\_\_\_\_ day of \_\_\_\_\_, 20  that this accounting is true and accurate.

\_\_\_\_\_  
Attorney or Agency

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State

\_\_\_\_\_  
Telephone Number (include area code)

The petitioner has reviewed this accounting and attests to its accuracy this \_\_\_\_\_ day \_\_\_\_\_, 20 .

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Petitioner

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO  
\_\_\_\_\_, JUDGE

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_  
(Name before adoption)  
CASE NO. \_\_\_\_\_

**NOTICE TO THE CHILD SUPPORT ENFORCEMENT AGENCY**  
[R.C. 3107.20]

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are hereby notified that on \_\_\_\_\_, 20\_\_\_\_\_  
an Order was issued by this Court regarding the minor child, \_\_\_\_\_  
(name before adoption)  
\_\_\_\_\_, whose date of birth is \_\_\_\_\_,  
that is cause for termination of support for said child pursuant to R.C.3119.89.

Obligee Name and DOB: \_\_\_\_\_

Obligor Name and DOB: \_\_\_\_\_

Sets # \_\_\_\_\_

Prior name(s) of minor child: \_\_\_\_\_

\_\_\_\_\_  
Probate Judge

By: \_\_\_\_\_  
Deputy Clerk



INFORMATION PROVIDED ON THIS FORM IS  
TO BE USED TO ESTABLISH A NEW CERTIFICATE  
OF BIRTH FOR THE ADOPTED CHILD.

Ohio Department of Health  
VITAL STATISTICS  
CERTIFICATE OF ADOPTION

State Use Only  
Original SFN \_\_\_\_\_  
Amended SFN \_\_\_\_\_  
Envelope # \_\_\_\_\_  
AFS # \_\_\_\_\_

**CHILD'S PERSONAL DATA**

1 Name of Child BEFORE Adoption	2 Date of Birth (Month, Day, Year)	3 Sex	4 Place of Birth (City, County, State or Foreign Country)
---------------------------------	------------------------------------	-------	---

**Child's Name After Adoption**

First Name	Middle Name	Last Name
------------	-------------	-----------

**ADOPTIVE PARENT(S)' PERSONAL DATA**

The following information provided below will be used to create the new birth record. List information as it existed on child's date of birth.

Choose One			Relation to Child		Choose One			Relation to Child	
Mother	Father	Parent	Adoptive	Natural	Mother	Father	Parent	Adoptive	Natural
Current First Name					Current First Name				
Current Middle Name					Current Middle Name				
Current Last Name					Current Last Name				
Last Name Prior to First Marriage					Last Name Prior to First Marriage				
Date of Birth (Month, Day, Year)			Birth Place (State or Foreign Country)		Date of Birth (Month, Day, Year)			Birth Place (State or Foreign Country)	
Parent(s) Residence at Time of Child's Birth (Number and Street)									
City			County		State		Zip Code		Inside City Limits (Yes or No)

**Foreign Adoptions Only (Information from Original Birth Record)**

Time of Birth
Hospital/Birthing Facility
Registrar's Name & Date Filed by Registrar (Month, Day, Year)
Attendant's Name (M.D, D.O, C.N.M, Other Midwife) & Date Signed

**Certification**

Probate Court, \_\_\_\_\_ County, Ohio

I hereby certify that the child named above was adopted on \_\_\_\_\_ (Date)

by \_\_\_\_\_ (Name(s) of Petitioner(s))

as set forth in the final decree of adoption, Case No., \_\_\_\_\_

Date \_\_\_\_\_

Probate Judge \_\_\_\_\_

Deputy Clerk \_\_\_\_\_