

**PIKE COUNTY PROBATE COURT**  
**www.pikecountypjcourt.com**

**FILING INSTRUCTIONS FOR  
THE FILING OF MINOR ADOPTION  
(INDEPENDENT/PRIVATE ADOPTION)**  
*(Including Grandparent Adoptions)*

*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. (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)
- Certificates for adoptive classes as required by PCCSB. These classes must be completed no more than one year prior to the filing of the adoption. The home study cannot begin until these classes are completed. If possible, it is recommended your clients complete the classes *before* you file your petition.
- 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
- All consents must be executed in the presence of the Court unless an exception under 3107.081 is applicable \*\*

*Please note: Placement must be made prior to the filing of any adoption other than a petition filed by a step-parent or foster parent. If the petitioners have guardianship or legal custody, please attach a copy of a Court order granting the guardianship or legal custody.*

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***