

# CHECKLIST PLACEMENT PROCEEDINGS

**FILING FEE:** \$298.50 due at the time of filing for placement (applicant(s) are not required to pay this fee again when filing for adoption).

**HOME STUDY FEE:** This fee varies and is paid directly to the Adoption Assessor of your choice.

## REQUIREMENTS

If the prospective adoptive parent is a stepparent, a grandparent, a grandparent's husband or wife, a legal custodian or a legal guardian of the child being adopted then they do not need to go through a court for placement. If that is not the case, then the child must be placed with the prospective adoptive parent through a court proceeding. See Ohio Revised Code 5103.16 for more details. If you are unable to determine whether-or-not your situation requires a legal placement, please contact an attorney to assist you.

## THE PROCESS

Unless otherwise noted, the documents listed below must be prepared by the prospective adoptive parent(s), or their attorney, and brought into court for filing.

### **NOTE:**

- On all paperwork you must use full names (first name, full middle name(s), and last name(s))
- All paperwork must be typed or written neatly in blue ink.
- All filings must be single-sided. We will not accept double-sided originals.
- Please do not staple original paperwork. We cannot accept filings with staples.

## PREPLACEMENT FILING

*Prospective adoptive parents should have a preplacement application approved prior to filing for placement.*

- Self-Representation Acknowledgment (*FC Form 75.1*) If applicable
  - This form must be filed if applicant is not represented by an attorney.
- Contact Information Form (*FC Form 75.3-A*)
- Preplacement Application and Affidavit (*FC Form 20.0*)
- Application for Appointment of Assessor (*FC Form 103.C*)
- Order Appointing Assessor (*FC Form 103.2*)
- Proposed Entry Approving Preplacement Application (*PC Form 20.1*)
  - The Court cannot consider the proposed Entry Approving Preplacement Application until the court receives a completed home-study from an adoption assessor. Generally, an adoption assessor may require the following:
    - ✓ Medical Statements, Financial Statements, Fire Inspections, Safety Audits, SACWIS-JFS Search, FBI-BCI Checks, Marriage Records, References, Child Characteristics Checklist, etc.
- Proof of search of National Sex Offender Public Website: <https://www.nsopw.gov/>

## PLACEMENT FILING

- Certified Copy of the Adoptive Child's Birth Certificate
  - If this is unavailable at the time of filing for placement, then it must be filed with Adoption Petition.
- Application for Placement (*FC Form 103.6*)

- Consent of Prospective Adoptive Parents (FC Form 103.7)
  - This consent will be signed in the Court during the Placement Hearing.
- Affidavit Regarding Biological Father (FC Form 103.8)
- Waiver of Natural Parents (FC Form 103.9)
  - If this is not signed, then Natural Parent(s) will need to be served notice of the hearing.
- Written Statement of Natural Parent (FC Form 103.14)
  - This will be signed in the Court during the Placement Hearing.
- Law and Adoption Materials Filled out by Natural Parent(s)
- Proposed* Entry Scheduling Application for Hearing (FC Form 103.10)
- Proposed* Entry Approving Placement (FC Form 103.11)
- Proposed* Order of Release (FC Form 103.12)
- Consent to Adoption (Form 18.3)
  - A consent from each of the natural parents must be filled out and brought in with the initial placement papers.
  - The Court will hold these Consents to Adoption, and have the natural parents sign them at the placement hearing in front of the Judge.

### **INTERLOCUTORY FILING**

- Post-Placement Adoption Assessor Report Prior to Interlocutory
- Petition for Adoption of Minor (Form 18.0)
- Judgment Entry Setting Hearing and Ordering Notice (FC FORM 18.1(I))
- Preliminary Petitioner's Account (Form 18.9) Optional
- Interlocutory Order of Adoption (Form 18.5)

### **FINAL ADOPTION FILING**

- Post-Placement Adoption Assessor Report Prior to Final Adoption
- Petitioner's Account (Form 18.9)
- Judgment Entry Setting Hearing and Ordering Notice (FORM 18.1)
- Final Decree of Adoption (After Interlocutory Order) (Form 18.6)
- Adoption Certificate for Parents (Form 18.8)
- Statement of Adopted Persons Form (FC Form 103.1)
- Ohio Dept. of Health Vital Statistics Certificate of Adoption Form
  - This form should be used when the child was born in Ohio.
  - If the child was born in a different state, it is the Petitioner's responsibility to contact the state in which the child was born and determine whether Vital Statistics in that state will accept this form. If not, it is the Petitioner's responsibility to obtain the necessary forms and complete them. The correct forms must be filed with this initial filing. If this Ohio form is submitted with the initial filing, our Court will assume that the Petitioner has determined it to be acceptable, and we will proceed accordingly.