

# **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.
  - \* 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.
  - \* Stepparent makes appointment with court to do fingerprints for criminal background check. Please Call 419-213-4794
- 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