

PUBLIC AGENCY ADOPTION

PURSUANT TO LUCAS CO. LOCAL RULE 57.1 (F)

EVERY FILING SHALL BE TYPEWRITTEN OR COMPUTER GENERATED. THE COURT MAY REFUSE ALL FILINGS NOT SO PREPARED OR CERTIFIED. NO PLEADINGS SHALL BE FILED SIGNED IN PENCIL.

I. PETITION FOR ADOPTION

A. Attorney provides:

- * Petition for Adoption (Form 18.0) using full, legal names, **no initials** and pays court costs.

B. Agency provides:

- *Consent (Form 18.3)
- *Home study/Prefinalization Report (JFS Form 1699)
- *Social Medical History (JFS Form 1616)
- *ODH Vital Statistics, Certificate of Adoption (Form HEA 2757) w/original or cert. copy of child's birth certificate

II. FINAL HEARING

- A. After receiving all of the above documents, hearing is scheduled for 6 months after placement of child in home
- B. Petitioners and child must appear
- C. Court provides:
 - *Notice of final hearing to atty; agency and CASA, if applicable (Form 20.11A)
 - *Adoption Certificate for Agency (Form 20.19A)
 - * Request for Notification (Form 20.16)
 - * Final Decree of Adoption (Form 18.7)
 - * Adoption Certificate for Parents
- D. Court forwards documents to State BVS for new birth certificate
- F. 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.