

INSTRUCTIONS FOR FILING A STEP-PARENT ADOPTION

These instructions are intended as a guideline only and should not be relied upon as a comprehensive list when filing a step-parent adoption.

These instructions should be considered to be the norm for typical step-parent adoptions. Please note that at different fact patterns may dictate a change from the aforementioned procedure. Should the facts of your step-parent adoption be different from those of an “ordinary” adoption please contact a magistrate to determine if any other pleadings are required.

The non-custodial parent must either consent to the adoption or the Court must find the consent of the non-custodial parent is not necessary for failure to communicate and/or support.

The child must be in the home for 6 months before finalization. Proper legal placement begins on the date of the marriage in step-parent adoption situations.

A home study must be completed by a Court approved agency before the hearing date.

List of approved agencies and phone numbers can be obtained at the Issue Desk or from this website.

A fee is required at the time of filing (if more than one child, additional charges may apply). Current Court Costs are posted at:

<https://www.probatect.org/about/general-resources>.

Please confirm the amount with the Cashier since filing fees may have changed subsequent to the publication of this instruction sheet. **This fee must be paid in cash, certified check, MasterCard, Discover, or American Express. No personal checks or money orders will be accepted.**

The forms may be obtained from the Information Desk on the 9th floor of the Probate Court, 230 E. 9th Street, Cincinnati, Ohio or by downloading the forms from the web site.

PROCEDURAL STEPS

STEP 1: Complete the following forms
Self-Representation Form (270.01) <ul style="list-style-type: none">- Sign and Complete information if you do not have legal representation
Petition for Adoption of Minor Child (18.0) <ul style="list-style-type: none">- Complete form.- Attach a certified copy of the birth certificate.
Entry Setting Hearing on Adoption (18.1) <ul style="list-style-type: none">- Fill in the name only, the magistrate will fill in hearing date & time and sign & date the form.
Affidavit (H.C. 118.10) <ul style="list-style-type: none">- Complete form.- Have form notarized.
Notice of Hearing on Petition for Adoption (18.2) <ul style="list-style-type: none">- Complete form.- If a parent will not consent, then a copy of the notice must be served by certified mail on the parent giving him/her notice of the hearing of the adoption proceedings. The notice should allege why the parents consent is not necessary.

<ul style="list-style-type: none"> - The probate court will serve notice on the non-custodial parent by certified mail. If the whereabouts of the non-custodial parent is unknown, notice of the hearing shall be served by publication. The petitioner will file an affidavit, which states what efforts have been made to locate the non-custodial parent. There is a cost for publication. - If both parents have consented to the adoption do not complete Form 18.2.
<p>Ohio Putative Father Registry Certification</p> <ul style="list-style-type: none"> - If the child to be adopted was born after 1/1/1997 and birth mother was not married to birth father and no subsequent paternity determination was made after the birth of the child the Court requires a Putative Father Registry Certification. - The petitioner shall request the certification no sooner than 30 days after the child has been born. The petitioner shall file the certification with the court.
<p>Home study</p> <ul style="list-style-type: none"> - You will hire the agency to perform the home study. - You will pay the fee charged by the agency. - The agency selected must be on the Court's approved list of agencies. - This is a psychological, social, criminal, medical and financial assessment of the petitioners. - This report is prepared by the agency upon completion of its investigation. - The report is filed with the Court. - It is confidential.
<p>Consent to Adoption (18.3)</p> <ul style="list-style-type: none"> - The custodial parent must sign this form in front of a notary. - The non-custodial parent, who is willing to consent to the adoption, must sign this form in front of a notary.
<p>Entry Finding Consent Not Necessary (18.4)</p> <ul style="list-style-type: none"> - Complete form. - The magistrate will determine whether consent to the adoption is or is not necessary.
<p>Statement of Adopted Person (H.C. 118.80)</p> <ul style="list-style-type: none"> - Fill in name only. - Magistrate will complete.
<p>Decision of Magistrate (H.C. 118.70)</p> <ul style="list-style-type: none"> - Fill in name only. - Magistrate will complete on day of hearing.
<p>Final Decree of Adoption (Without Interlocutory Order) (18.7)</p> <ul style="list-style-type: none"> - Complete form. - Magistrate will sign on day of hearing.
<p>Adoption Certificate For Parents (18.8)</p> <ul style="list-style-type: none"> - Complete form. - Magistrate will sign on day of hearing.
<p>Vital Statistics – Certificate of Adoption</p> <ul style="list-style-type: none"> - Complete the form. - After the adoption has been granted, the clerk will complete the certification and mail it to the Ohio Department of Health who will issue an Ohio birth certificate.
<p>Petitioner Information Form (118.78)</p> <ul style="list-style-type: none"> - Complete the form.
<p>STEP 2: Reviewing of Forms and Setting of Hearing</p>
<p>When all forms have been completed, present them to the magistrate’s assistant at the information desk on the</p>

9th Floor of Probate Court for a magistrate to be assigned. All forms are then taken to the available magistrate for review and setting of hearing date.

STEP 3: Filing of Forms with Cashier

All forms are taken to the cashier who will assign a case number.
At this time, the cashier will require the payment of the filing fee.
The cashier will stamp the case number on all forms, retain and clock in all original forms that could be filed, and return originals that were unable to be filed back to you to bring to Court the day of the hearing.
The cashier will stamp the case number on one set of copies and marked them “filed”, if provided.
If you have to notify a parent then the original notice will be returned for you to serve a copy.

STEP 4: Day of Hearing

At the date and time of the hearing, you (and your attorney, if attorney is obtained) should report to the 9th Floor of the Probate Court to the assigned magistrate. (The magistrate will already have the file with the forms you initially filed.)
The child to be adopted must also appear.
If you had to serve a parent notice of the hearing or obtained the consent, the magistrate will need to be given these forms at the hearing.
The magistrate will conduct the hearing, and if the magistrate finds the petition should be granted, will enter an order of adoption.
The original papers shall be filed, with the cashier.
The cashier will determine if any additional filing fees are due.

STEP 5: Completion of Petition

The clerk will complete a copy of the Vital Statistics – Certificate of Adoption and send the copy to the Bureau of Vital Statistics in the state where the child(ren) was born.

If the child(ren) was **born in Ohio**, request a new birth certificate, in writing, along with payment (please check with the Bureau of Vital Statistics for current pricing and payment options), 30 days from the date of finalization, to the following:

**Bureau of Vital Statistics
Ohio Department of Health
246 North High Street
P. O. Box 15098 Columbus, Ohio 43215-0098**

The new birth certificate should be received in 4 months.

If the child was not born in Ohio, please contact the capital of the state where the child was born for further instructions.

A CITIZEN’S GUIDE TO COMMUNICATING WITH THE JUDGE AND MAGISTRATES

Why can’t I communicate directly with the judge or magistrate on my case?

If the matters are contested, judges and magistrates are not allowed to communicate with individual parties. This is what the law calls an *ex-parte* communication (this is when a judge or magistrate only communicates with an individual party, on their own, without the knowledge of all parties to a case). In order to keep the court process as fair, equal and as transparent as possible, *ex-parte* communication is strictly forbidden. It is unfair for the court to share information without all of the parties present.

You cannot email the judge or magistrate, as the email is considered an *ex-parte* communication. In addition, emails are not pleadings (motions.) You cannot write a personal letter to the judge or magistrate as this may be considered an *ex-parte* communication.

How can I speak to the judge or magistrate on my case?

Typically, to speak to the judge or magistrate on your case, you must file a written motion with the court explaining what you want the court to do and all motions become part of the public record. You also have to send a copy of whatever you file to the other parties, or their attorney if they are represented by an attorney (this is called “service”). A motion is not considered an *ex-parte* communication because all parties are officially notified. You may be required to pay a filing fee when you file your written motion. Please note, there is no fee if you wish to speak to the magistrate in an uncontested matter, on their assigned walk-in days.

I’ve heard there’s always a magistrate on duty to hear arguments immediately – what does that mean?

There is a magistrate on duty every business day. The on-duty magistrate may answer generic procedural questions. The on-duty magistrate may also discuss matters in an uncontested case. For all other matters, the on-duty magistrate is prohibited from speaking with you. To address the court for these matters, you must file a written motion. The on-duty magistrate will set the matter for hearing before the magistrate assigned on your case or the judge.

What if I need to tell the judge or magistrate something I don’t want the other party to know about?

Unfortunately, you cannot withhold information from another party to your case. In order to keep the case fair to everyone involved, as soon as you tell the judge or magistrate something, you must also tell the other parties. All sides must have an opportunity to respond to the information that you have shared with the court.

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

IN THE MATTER OF: _____

CASE NO. _____

SELF-REPRESENTATION ACKNOWLEDGMENT

I acknowledge that I have read, understand and agree with all of the following statements:

1. The Court has recommended that I hire an attorney to represent me in this case. However, I have chosen to proceed with this case without the assistance of an attorney.
2. The Court and its Deputy Clerks are prohibited by law from providing legal advice. I will follow the instructions provided in the form packets and on the Court's website, www.probatect.org.
3. I am responsible for understanding and correctly applying any statutes, case law, rules, regulations, policies, and procedures that relate to this case, including, but not limited to, the Ohio Revised Code, Rules of Superintendence for the Courts of Ohio, Hamilton County Probate Court Local Rules of Practice, and the Ohio Rules of Civil Procedure.
4. The same standards that apply to attorneys and persons represented by attorneys in similar probate hearings will apply to myself.
5. If I do not fulfill my responsibilities in this case as required by law, I may be subject to sanctions or penalties as provided by law, which may include removal as fiduciary or being required to be represented by an attorney.
6. I may be personally liable to any person or entity that suffers damages as a result of anything I do or fail to do in this case that does not comply with the legal requirements.

Fiduciary/Applicant/Guardian

Typed Printed Name

Address

City/State/Zip

Telephone Number (include area code)

Email

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

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 resources 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 _____, _____ 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 _____.

The guardian ad litem during the permanent custody proceedings was _____
whose address is _____.

The attorney representing the minor during the permanent custody proceedings 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.

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 the period of at least one year immediately preceding the filing of the adoption petition.

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

CASE NO. _____

Attorney for Petitioner

Petitioner

Typed or Printed Name

Typed or Printed Name

Street Address

Petitioner

City State Zip Code

Typed or Printed Name

Phone Number (include area code)

Street Address

Attorney Registration No. _____

City State Zip Code

Phone Number (include area code)

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

ADOPTION OF _____
(Name after adoption)

CASE NO. _____

NOTICE OF HEARING ON PETITION FOR ADOPTION

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

To: _____
(Give Names and Addresses)

You are hereby notified that on the _____ day of _____, _____, _____, 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 the William Howard Taft Center, 230 East Ninth Street, Ninth Floor, Cincinnati, Ohio 45202-2145, will hear the petition on the _____ day of _____, _____, at _____ o'clock _____ .M.

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

- 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 adoption 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 the period of at least 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.**

CASE NO. _____

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 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.

Ralph Winkler, Probate Judge

By: _____
Deputy Clerk

CASE NO. _____

The State of Ohio, Hamilton County 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 _____

Ralph Winkler, Probate Judge

By: _____
Deputy Clerk

RETURN

_____, County, Ohio

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

FEEES	
Service and return, 1st name,	\$ _____
_____ Additional names, at	\$ _____
_____ Miles traveled, at	\$ _____
_____	_____
Total	\$ _____

Sheriff

Deputy Sheriff

Name

Title

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

ADOPTION OF _____
(Name after adoption)

CASE NO. _____

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

On the _____ day of _____, _____,

_____ 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 _____,

_____, at _____ o'clock _____ .M. in Room _____, and that notice shall be given

as required by law.

Ralph Winkler, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

ADOPTION _____
(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 _____, _____

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

Title

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

ADOPTION _____
(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 _____, _____

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

Title

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, 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;

- 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 adoption 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 at least 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.

Ralph Winkler, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

ADOPTION OF _____

(Name after adoption)

CASE NO. _____

ADOPTION CERTIFICATE FOR PARENTS

This is to certify, that in an action pending in this Court, on a petition filed by _____

to adopt _____

a minor, satisfactory evidence was submitted to prove, and the Court found, that the minor was born on the _____ day of _____, _____, at _____

and that all necessary proceedings relative to an adoption were complied with; and the Court on the _____ day of _____, _____, decreed that the minor is legally adopted by _____

and the minor's name is changed to _____

in the records of the Court.

WITNESS my signature and seal of said Court,
this _____ day of _____, _____ .

Ralph Winkler, Probate Judge

By: _____
Deputy Clerk

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

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

Ralph Winkler, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

ADOPTION OF _____
(Name after adoption)
CASE NO. _____

**FINAL DECREE OF ADOPTION
(Without Interlocutory Order)
[R.C. 3107.02, 3107.14 & 3107.19]**

On _____, 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 _____.

Ralph Winkler, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

ADOPTION OF _____
(Name after adoption)

CASE NO. _____

**INTERLOCUTORY ORDER OF ADOPTION
[R.C. 3107.14]**

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 in interest; that all consents have been filed herein 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 resided for a period of _____ in the home of the petitioner in accordance with the laws relating to the placement of children; that the best interests of the minor will be promoted by the adoption and that the accountings, as required, have been filed, reviewed and approved.

It is therefore ordered that an Interlocutory Order of Adoption is granted, and this cause is continued until the minor has lived in the home of the petitioner for at least six months from the date of this Order.

It is further ordered that the assessor shall make and file a further assessment on or before _____.

Date

Ralph Winkler, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

ADOPTION OF _____
(Name after adoption)

CASE NO. _____

AFFIDAVIT

(R.C. 3127.23)

State of Ohio, County of _____ S.S.

Upon being duly sworn, _____ does hereby
state the following: (Name)

1. The child(ren) involved is/are _____

2. The child(ren)'s present address is/are _____

3. The places where the child(ren) has/have lived the last five years are _____

4. The names and present addresses of the persons with whom the child(ren) has/have lived during that period is/are _____

5. I have/have not participated as a party, witness, or in any other capacity or any other litigation concerning the allocation of parental rights and responsibilities of the same child(ren) or that otherwise concerned the custody in this or any other State.

6. I have/have no information of any parenting proceeding concerning the child(ren) pending in a court of this or any other State.

7. I know/do not know person(s) not a party to the proceeding concerning the child(ren) or claims to be a parent of the child(ren) who is designated the residential parent and legal custodian of the child(ren) or to have visitation rights with respect to the child(ren) or any person other than a parent of the child(ren) who has custody or visitation rights with respect to the child(ren).

8. I have/have not been convicted of or pleaded guilty to any criminal offense involving any act that resulted in a child being abused or neglected nor have I been the perpetrator of the abusive or neglectful act that was the basis of an adjudication that a child is an abused or neglected child.

If your declarations in statements 5 through 8 are in the affirmative, state the case name(s), case number(s), date(s) and nature of the cases(s) _____

Sworn to before me and subscribed in my presence this _____ day of _____, _____.

Notary Public

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

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 have 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 _____, _____, 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 of _____, _____.

Petitioner

Petitioner

ORDER APPROVING PETITIONER'S ACCOUNT

The Petitioner's Account filed in accordance with R.C. 3107.55 is hereby approved.

Ralph Winkler, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

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 have 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 _____, _____, 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 of _____, _____.

Petitioner

Petitioner

ORDER APPROVING PETITIONER'S ACCOUNT

The Petitioner's Account filed in accordance with R.C. 3107.55 is hereby approved.

Ralph Winkler, Probate Judge

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)
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Child's Name After Adoption

First Name	Middle Name	Last Name
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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 _____

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

ADOPTION OF _____
(Name after adoption)
CASE NO. _____

DECISION OF MAGISTRATE

TO THE HONORABLE RALPH WINKLER, JUDGE OF THE HAMILTON COUNTY PROBATE COURT:

Pursuant to a prior order filed in Administrative Docket 91008, directing a reference to me to hear and determine according to law matters pertaining to adoptions, I proceeded to hear and examine the evidence in the captioned matter, and respectfully submit the following decision.

This matter came on for hearing on the _____ day of _____, _____, on the Petition for Adoption and change of name of _____, at which time I proceeded to examine the petitioner(s) _____, the report of investigation, and the entire record; and being fully advised in the premises, I find that lawful notice of the time and place of this hearing has been given to all persons entitled to notice or that notice has been duly waived.

I further find that the evidence supports all of the relevant allegations of the petition and that the petitioner(s), _____ is (are) suitable and qualified to care for and rear the child(ren) and that the best interests of the child(ren) will be served by the adoption.

Respectfully submitted,

Magistrate

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

ADOPTION OF: _____

CASE NO. _____

**ENTRY ORDERING CERTIFICATE OF ADOPTION TO BE
RELEASED TO THE OHIO DEPARTMENT OF HEALTH
BUREAU OF VITAL STATISTICS**

The petition for adoption having been granted in this matter, the Court orders the clerk to forward Certificate of Adoption (HEA 2757) and all necessary information to the Ohio Department of Health Bureau of Vital Statistics for the issuance of a revised birth certificate for the above named minor(s).

Ralph Winkler, Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

ADOPTION OF _____
(Name after adoption)
CASE NO. _____

STATEMENT OF ADOPTED PERSON

THE CHILD NAMED IN THIS ADOPTION IS:

- A minor who became available or potentially available for adoption on or before September 18, 1996 (R.C. 3107.39) and at least one of the biological parent(s) consented to the adoption or a probate court entered a finding the biological parent(s) consent was not necessary.

- A minor who became available for adoption after September 18, 1996 (R.C. 3107.45)

EXCLUSIONS FOR ODHS DISCLOSURE

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

Ralph Winkler, Probate Judge

By: _____
Deputy Clerk

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

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: _____

Ralph Winkler, Probate Judge

By: _____
Deputy Clerk