

ADOPTIONS

If you have any questions regarding the adoption procedure, please call Anne at (440)350-2229. We are not attorneys, so please do not ask for any legal advice or how to complete the required paperwork. We strongly advise you to seek the advice of an attorney if you are unable to complete the required paperwork correctly or have any legal questions.

Petitioner(s) must be married for 6 months prior to filing the petition for adoption. The child must also be living in the home of the petitioner for at least 6 months.

Costs:

\$291.00 filing fee per case. If there is more than one child being adopted and they have the same biological parents, each extra petition is \$20.00. If there is more than one child being adopted and they have different biological parents, separate cases need to be filed.

\$11.54 for each certified, restricted mail notice, if needed (paid at the time of filing the petition).

\$30.00 for each petitioner for a **BC&I** check (this fee is paid to the Lake County Educational Service Center at the time fingerprints are taken).

\$600.00 (approximately) for publication, if needed. The publication fee is paid directly to the News-Herald. The notice is to be published once a week for 3 consecutive weeks. Lake County Probate Court will prepare the publication notice, but the attorney or petitioner(s) is/are responsible to have it published.

\$21.50 for each new **OHIO** birth certificate. A certified copy of the child's current birth certificate is required at the time of filing for the adoption. The court will keep this birth certificate, if you would like a copy for your records, make sure you make one for yourself prior to filing the petition. If the child was born in another state, it is the responsibility of the attorney or petitioner(s) to provide current documents (to include information of cost, new certificate, address and any additional documents) required for a new birth certificate. This fee must be paid at the time of filing or the day of the hearing, otherwise you will not receive your Final Order of Adoption. If there is not a biological father listed on the birth certificate and no DNA testing, go to the website WWW.ODJFS.STATE.OH.US/FORMS/INTER.ASP to complete a putative father search. The state will send you a response, which must be filed at the time you file the petition.

Other documents required at the time of filing are 5 letters of recommendation. These letters of recommendation must be addressed to Judge Mark J. Bartolotta and contain an

original signature and the address of the person writing the letter. The letters may not be dated more than 60 days from the date of filing. Two can be from relatives on either side of the family. Enclose them in a sealed envelope marked "Judge Mark J Bartolotta, Personal and Confidential".

The petitioner(s) will receive the notice of hearing, information on the court appointed assessor and the BC&I check (to be done after the petition is filed). If a publication is needed, the notice will be sent to you so it can be taken to the News-Herald. The cost will need to be paid by you at the time you take the notice to the newspaper. Contacting the assessor, getting the BC&I checks and publishing is done by the petitioner; these requirements are **your responsibility**.

It is required that the child being adopted is present for the hearing.

**FRIENDS & FAMILY ARE WELCOME TO ATTEND THE HEARING;
PICTURES ARE ENCOURAGED.**

NOTE: All the forms in the packet are for a purpose; do not disregard them!

PROBATE COURT OF LAKE COUNTY, OHIO
MARK J. BARTOLOTTA, 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 _____.

The petitioner states the following: **PETITIONER**

Full Name: _____ Age _____

Full Name: _____ Age _____

Place of Residence: _____
Street Address

City or Village or Township if unincorporated area _____ County _____

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 _____, 20____ by _____.

☐ The minor is not living in the home of the petitioner, and resides at _____.

☐ The minor will be an adopted person as defined in R.C. 3107.39;

☐ The minor will be an adopted person as defined in R.C. 3107.45;

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.

CASE NO. _____

☐ 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 _____.

**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
Court - County Case No.

PERSONS WHOSE CONSENT TO THE ADOPTION IS NOT REQUIRED

☐ No person has timely registered pursuant to R.C. 3107.062 as a putative father of the minor born on or after January 1, 1997. Attached is Ohio Department of Human Services Form 1697.

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 provide more than de minimis contact with the minor for a period of at least one year immediately preceding the filing of the adoption petition or the placement of the minor in the home of the petitioner.

☐ ☐ The parent has failed without justifiable cause to provide for the 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 or the placement of the minor in the home of the petitioner..

☐ ☐ State other grounds under R.C. 3107.07 (includes putative father of the minor born before January 1, 1997.)

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)

**MARK J. BARTOLOTTA, JUDGE
PROBATE COURT OF LAKE COUNTY, OHIO**

ADOPTION OF _____

CASE NUMBER _____

CONSENT TO ADOPTION

The undersigned _____

[check one of the following seven capacities by which your consent is given]

- ☐ Mother
- ☐ Father
- ☐ Putative father who has registered under R.C. 3107.062 (for a minor born on or after January 1, 1997)
- ☐ Putative father (for a minor born before January 1, 1997)
- ☐ 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 _____
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 _____, 20 ____.

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

Title

**MARK J. BARTOLOTTA, JUDGE
PROBATE COURT OF LAKE COUNTY, OHIO**

ADOPTION OF _____

CASE NUMBER _____

CONSENT TO ADOPTION

The undersigned _____

[check one of the following seven capacities by which your consent is given]

- ☐ Mother
- ☐ Father
- ☐ Putative father who has registered under R.C. 3107.062 (for a minor born on or after January 1, 1997)
- ☐ Putative father (for a minor born before January 1, 1997)
- ☐ 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 _____
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 _____, 20 ____.

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

Title

Probate Court of Lake County, Ohio
MARK J. BARTOLOTTA, JUDGE

ADOPTION OF _____

CASE NUMBER _____

FINANCIAL STATEMENT

INCOME

Wages: Annual _____ Monthly _____ Other Sources _____

HOME

Own: Present Value _____ Mortgaged _____ Balance due _____

of years owned _____ Monthly mortgage payment _____

Rent: Rental fee _____

ASSETS

Indicate present value and describe

Additional real estate _____

Automobile(s) _____

Stocks and/or bonds _____

Bank accounts _____

Other _____

LIFE INSURANCE

Amount and name of beneficiary _____

MEDICAL COVERAGE _____

OUTSTANDING LIABILITIES _____

COMMENTS, if any _____

The above information is true to the best of my knowledge and belief.

(Mr.) _____

(Mrs.) _____

Probate Court of Lake County, Ohio
MARK J. BARTOLOTTA, JUDGE

ADOPTION OF _____

CASE NUMBER _____

PERSONAL AND MEDICAL INFORMATION FORM

Name: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

Occupation: _____ Work number: _____

Have you ever had: Tuberculosis _____ Epilepsy _____ Convulsions _____

Asthma _____ Kidney Trouble _____ Rheumatism _____ Pleurisy _____

Syphilis/Gonorrhea _____ Nervous Breakdown _____

Have you undergone any operation? _____

When: _____ For what: _____

Results: _____

Have you ever used narcotics except when prescribed by a physician? _____

Have you ever used, or do you use, alcoholic stimulants to excess? _____

Has any member of your family or household had Tuberculosis or Insanity? _____

What diseases or injuries have you had in the last 10 years other than above mentioned? _____

Mother: Age if living _____ State of Health _____

Age at death _____ Cause _____

Father: Age if living _____ State of Health _____

Age at death _____ Cause _____

Remarks (use another sheet if necessary): _____

Date

Signature of petitioner/natural parent

Probate Court of Lake County, Ohio
MARK J. BARTOLOTTA, JUDGE

ADOPTION OF _____

CASE NUMBER _____

PERSONAL AND MEDICAL INFORMATION FORM

Name: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

Occupation: _____ Work number: _____

Have you ever had: Tuberculosis _____ Epilepsy _____ Convulsions _____

Asthma _____ Kidney Trouble _____ Rheumatism _____ Pleurisy _____

Syphilis/Gonorrhea _____ Nervous Breakdown _____

Have you undergone any operation? _____

When: _____ For what: _____

Results: _____

Have you ever used narcotics except when prescribed by a physician? _____

Have you ever used, or do you use, alcoholic stimulants to excess? _____

Has any member of your family or household had Tuberculosis or Insanity? _____

What diseases or injuries have you had in the last 10 years other than above mentioned? _____

Mother: Age if living _____ State of Health _____

Age at death _____ Cause _____

Father: Age if living _____ State of Health _____

Age at death _____ Cause _____

Remarks (use another sheet if necessary): _____

Date

Signature of petitioner/natural parent

Probate Court of Lake County, Ohio
MARK J. BARTOLOTTA, JUDGE

ADOPTION OF

CASE NUMBER _____

AFFIDAVIT OF CUSTODY FOR MINORS

State of Ohio, County of _____ ss.

Affiant being first duly sworn, deposes and says:

1. That the child(ren)'s present address, the places where the child(ren) has lived within the last five years, and the names and present addresses of the person with whom the child has lived during that period are:

2. That affiant has (not) participated as a party, witness, or in any other capacity in any litigation concerning the custody of the child(ren) in this or any other state.

3. That affiant has (no) information of any custody proceeding concerning the child(ren) pending in a court of this or any other state.

4. That affiant has (no) knowledge of any person not a party to the proceedings who has physical custody of the child(ren) or claims to have custody or visitation rights with respect to the child(ren).

If 2, 3, 4 is answered in the affirmative, and the space afforded is insufficient for full explanation, please attach and incorporate herein any necessary information.

Affiant realizes that ___he has a continuing duty to inform the Court of any custody proceedings concerning the child(ren) in this or any other state of which affiant obtains information during the pendency of this proceeding.

Petitioner/natural parent

Petitioner/natural parent

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

20 ____.

Notary Public/Deputy Clerk

Probate Court of Lake County, Ohio
MARK J. BARTOLOTTA, JUDGE

ADOPTION OF _____

CASE NUMBER _____

AFFIDAVIT OF UNKNOWN RESIDENCE

_____, being first duly sworn
(petitioner(s)/natural parent)

according to law, deposes and says that the residence of _____,
(natural parent/parents)

the natural parent of _____ is unknown and cannot be
(name of minor before adoption)

ascertained with reasonable diligence, even though I have exercised same.

(petitioner/natural parent)

(petitioner/natural parent)

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

20 _____.

Notary Public/Deputy Clerk

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. Name of Child AFTER Adoption		
3. Place of Birth (City, County, State or Foreign Country)		4. Date of Birth (Month, Day, Year)	5. Sex	
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.				
Father – Check One <input type="checkbox"/> Natural <input type="checkbox"/> Adoptive		Mother – Check One <input type="checkbox"/> Natural <input type="checkbox"/> Adoptive		
Father's First Name		Mother's Current First Name		
Father's Middle Name		Mother's Current Middle Name		
Father's Last Name		Mother's Current Last Name		
Date of Birth (Month, Day, Year)		Mother's Maiden Name (Last Name Prior to First Marriage)		
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 (<input type="checkbox"/> Yes or <input type="checkbox"/> No)
Other Required Information (From the Original Birth Certificate)		Foreign Adoptions Only (Information from Original Birth Record)		
Attendant's Name (M.D, D.O, C.N.M, Other Midwife)		Time of Birth		
Mailing Address (Number, Street, City, County, State, Zip Code)		Hospital/Birthing Facility		
Registrar's Name		Registrar's Name & Date Filed by Registrar (Month, Day, Year)		
Date Filed by Registrar (Month, Day, Year)		Attendant's Name (M.D, D.O, C.N.M, Other Midwife) & Date Signed		
Parent(s) Current Mailing Address	Street	City or Village	State	Zip Code
Attorney's Name and Address	Street	City or Village	State	Zip Code
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 _____		