

ADOPTIONS

If you have any questions about the procedure or paperwork please call #440-350-2229 (Christine).
We are deputy clerks, not attorneys, so please do not ask for legal advice.

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 mail notice, if needed

\$30.00** for each petitioner for a **BCI&I** check (paid to Lake County Educational Service Center)

\$600.00**** (approximately) for publication, if needed.

The publication fee is paid directly to the News-Herald. This notice is published in the classifieds once a week for three consecutive weeks. Probate Court will prepare the publication notice but the attorney or the petitioner(s) are responsible to have it published.

\$21.50 for each new birth certificate needed (this is for Ohio only; please contact the court for other state's fees). This must be paid the day of the hearing otherwise you will not receive your Final Order of Adoption until it is.

-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.

Court appointed assessor

When you receive your hearing notice in the mail, you will also receive a form that has your Court appointed assessor's name and phone number. Please contact the assessor as soon as possible. **THIS RESPONSIBILITY IS YOURS!**

INFORMATION REGARDING YOUR ASSESSMENT:

- Ohio law requires you to be placed under oath before the assessment begins
- each person in the household must be interviewed privately
- the child/children will be asked if they want to be adopted (if you have questions about this, please discuss it with the assessor prior to your appointment).

THESE THINGS ARE REQUIRED FOR YOUR ASSESSMENT:

- a photo ID for the Petitioner(s) and spouse, if any
- a certified copy of Petitioner's marriage license, if applicable
- certified copies of any and all divorce papers
- certified copies of support orders for children from previous marriage(s)

BCI&I – Bureau of Criminal Identification & Investigation

Each petitioner is required to have a criminal background check completed in order to adopt. You must go to the Lake County Educational Service Center to have these prints taken. There is a \$30.00 fee for this service. Information regarding the prints will be sent along with your hearing notice. **DO NOT** complete the prints prior to filing for the adoption.

Other documents required at the time of filing: 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".

Notice

IF a **last known** address of the natural parent(s) is available, even if it is an old address, Probate Court must serve them at that address.

If no address is known, then an Affidavit of Unknown Residence must be filed with the Court.

When the petitioner uses the Affidavit of Unknown Residence, the petitioner and natural parent are stating **under oath** that the residence of the natural, nonresidential parent is not known and could not be ascertained with "reasonable diligence." Reasonable diligence includes providing the Court with that parent's last known address, even if that address is several years old. It also includes, but is not limited to checking with Child Support Enforcement Agency, if involved, and contacting the nonresidential parent's family. The court must be satisfied that the petitioner exercised reasonable diligence in ascertaining the nonresidential parent's whereabouts and will inquire at the hearing regarding these efforts.

If the child was born after January 1, 1997 and there is no father's name on the birth certificate or paternity was never established, a search of the Ohio Putative Father Registry is required and Probate Court needs the response from the Registry of the search prior to the filing of the adoption petition. This search is free and forms can be obtained from Probate Court.

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.

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).

FRIENDS & FAMILY ARE WELCOME TO ATTEND THE HEARING!

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 TO RECOGNIZE FOREIGN ADOPTION
[R.C. 3107.18]

[Check applicable boxes, complete blanks, strike inapplicable language, and attach supporting documentation]

The Petitioner(s) is/are the adoptive parent(s) of a minor child pursuant to a Foreign Decree or Certificate of Adoption and state that:

PETITIONER(S)

Petitioner's Full Name: _____

Petitioner's Full Name: _____

Residence: _____

Duration of Residence: _____

Marital Status: _____

Date and Place of Marriage: _____

ADOPTED CHILD

Name of Child before Adoption: _____

Name of Child after Adoption: _____

Date and Place of Birth: _____

Attached is a certified copy of the child's Birth Certificate, and if not in English, also attached is a translation certified as to its accuracy by the translator.

A Foreign Decree or Certificate of Adoption in compliance with the laws of the Country of _____
was issued by (Name of Court) _____ in Case Number _____
on the _____ day of _____, 20____.

CASE NO. _____

Attached is a certified copy of the Foreign Decree or Certificate of Adoption which has been verified and approved by the Immigration and Naturalization Service of the United States, and if not in English, also attached is a translation certified as to its accuracy by the translator.

Attached is a fully completed Ohio Department of Health, Division of Vital Statistics, Certificate of Adoption.

The Petitioner(s) state that giving effect to the Foreign Decree or Certificate of Adoption would not violate the public policy of the State of Ohio and respectfully pray for the following Order(s):

☐ An Order that the child's name shall be changed to:

☐ An order to the Ohio Department of Health to issue a new birth record for the adopted person under R.C. 3705.12(A)(1)

☐ Other _____

Attorney for Petitioner Signature

Typed or Printed Name

Street Address

City State Zip Code

Telephone Number (include area code)

Attorney Registration No.

Petitioner Signature

Typed or Printed Name

Petitioner Signature

Typed or Printed Name

Street Address

City State Zip Code

Telephone 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)
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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

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 _____		