

ADOPTIONS

If you have any questions about the procedure or paperwork please call TJ at #440-350-2229

Legal practice in all courts is restricted by law to attorneys who are licensed by the supreme court of Ohio. Deputy clerks are prevented from practicing law and therefore are not permitted to give advice. They are only authorized to give you information from your case file, provide you with court forms, and determine if forms and other legal documents are appropriate and applicable for filing.

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.

\$12.40* for each certified mail notice, if needed

\$35.00** 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.

-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 Ohio Department Of Job and Family Services Website 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 \$35.00 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 **lastknown** 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 **underoath** 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 free 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.

Forms can be found at <http://www.odjfs.state.oh.us/forms/file.asp?id=544&type=application/pdf> or an online search can be done at <https://pfr-pub.jfs.ohio.gov/WebForms/Search.aspx>

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
JUDGE MARK J. BARTOLOTTA

IN THE MATTER OF THE 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 resource 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 _____
_____.

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 _____.

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 has timely registered pursuant to R.C. 3107.062 as a putative father of the minor. Attached is Ohio Department of Jobs and Family 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).

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

Telephone Number (include area code)

Street Address

Attorney Registration No.

City State Zip Code

Telephone Number (include area code)

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

IN THE MATTER OF THE ADOPTION OF _____
(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 _____, 20____

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

Title

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

IN THE MATTER OF THE ADOPTION OF _____
(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 _____, 20____

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

Title

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

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.

Print name _____

Print Name _____

Signature _____

Signature _____

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

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 _____

Syphillis/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
JUDGE MARK J. BARTOLOTTA**

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 _____

Syphillis/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
JUDGE MARK J. BARTOLOTTA**

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
JUDGE MARK J. BARTOLOTTA**

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 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, LAKE 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 _____