

ADOPTION

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 procedurally appropriate and applicable for filing.

Costs

\$416.00 filing fee per case. If more than one child being adopted with the same biological parents, each extra petition is \$20.00.

If more than one child is being adopted and they have *different biological parents*, separate cases need to be filed.

Additional cost for each restricted mail notice, if applicable.

Each petitioner must get a BCI&I background check (paid to Educational Service Center of the Western Reserve)

\$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 and the attorney or the petitioner(s) is responsible to have it published.

Required Documents for Initial Filing for Adoption

Form 18.0 Petition for Adoption of Minor

Financial Statement

Certificate of Adoption

Certified copy of Birth Certificate

Affidavit of Custody of Minors (answer question #1 /circle answers #2 through #4)

Form 18.3 Consent to Adoption

Personal Medical Info Form

Affidavit of Unknown Residence, if applicable

5 Letters of Recommendation

All forms can be mailed to:

Lake County Probate Court

P.O. Box 490

Painesville, Ohio 44077

Birth Certificate

Ohio Dept. of Health Vital Statistics Certificate of Adoption Form (HEA 2757)

-This form should be used when the adoptee was born in Ohio

If the adoptee was born in a different state, it is the Petitioner's responsibility to contact the state in which the adult adoptee was born, and determine whether Vital Statistics in that state will accept this form. If not, it is the Petitioner's responsibility to obtain the necessary forms and complete them. The correct forms must be filed with the initial filing.

Procedure after Filing for Adoption

Once the above required documents are filed, the petitioner(s) will receive a packet in the mail containing the Hearing Notice, information about the court appointed assessor, and how to obtain the background check. It is required that the child being adopted is present for the hearing. Family and Friends are welcome at the hearing as well!

Court Appointed Assessor

You will receive the Court appointed assessor's name and phone number in the mail. Please contact the assessor as soon as possible to schedule your assessment.

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 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 Educational Service Center of the Western Reserve to have your background check done. There is a fee for this service. You will receive all information and instructions on how to obtain your background check via regular mail. **DO NOT** complete the prints prior to filing for the adoption.

5 Letters of Recommendation

These letters of recommendation must be addressed to **Judge Mark J. Bartolotta**. In addition, the letters must 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". If the letter will be sent to the Court by regular mail, **Judge Mark J. Bartolotta, Personal and Confidential, PO Box 490, Painesville, Ohio 44077.**

Notice

If a **last known** address of the natural parent(s) is available, even if it is an old address, the 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 there is not a biological father listed on the birth certificate and there has been no DNA testing, you must complete the Ohio Putative Father Registry. The Probate Court needs the response from the Registry of the search prior to the filing of the adoption petition.

- <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 background check, and publishing is done by the petitioner.
These requirements are your responsibility!**

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 _____.

CASE NO. _____

☐ 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

Email Address

City State Zip Code

Attorney Registration No.

Telephone Number (include area code)

Email Address

**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**

IN RE: ADOPTION OF _____

CASE NO. _____

PERSONAL AND MEDICAL INFORMATION FORM

(To be completed by Petitioner and Petitioner's Spouse, if applicable)

Name: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

Have you ever had treatment for a serious or chronic illness? ☐ Yes ☐ No

Have you been hospitalized in the last 5 years? ☐ Yes ☐ No

Have you ever received, or been advised to seek, mental health services? ☐ Yes ☐ No

Have you ever received, or been advised to seek, treatment for alcohol or substance abuse? ... ☐ Yes ☐ No

If any are checked, please explain: _____

Have you or your parents, grandparents, or siblings had any of the following? (check all that apply and indicate who)

☐ Arthritis _____ ☐ Asthma _____ ☐ Cancer _____

☐ Dementia _____ ☐ Diabetes _____ ☐ Epilepsy _____

☐ Heart Disease _____ ☐ Hypertension _____ ☐ Kidney Disease _____

☐ Stroke _____ ☐ Tuberculosis _____ ☐ Stroke _____

If any are checked, please explain: _____

Is there a history of other hereditary disease? ☐ Yes ☐ No

If yes, please explain: _____

ADDITIONAL COMMENTS, IF ANY: _____

I hereby affirm that I have completed this form to the best of my ability, and that the information provided is true and correct.

Print Name _____

Signature _____

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

IN RE: ADOPTION OF _____

CASE NO. _____

PERSONAL AND MEDICAL INFORMATION FORM

(To be completed by Petitioner and Petitioner's Spouse, if applicable)

Name: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

Have you ever had treatment for a serious or chronic illness? ☐ Yes ☐ No

Have you been hospitalized in the last 5 years? ☐ Yes ☐ No

Have you ever received, or been advised to seek, mental health services? ☐ Yes ☐ No

Have you ever received, or been advised to seek, treatment for alcohol or substance abuse? ... ☐ Yes ☐ No

If any are checked, please explain: _____

Have you or your parents, grandparents, or siblings had any of the following? (check all that apply and indicate who)

☐ Arthritis _____ ☐ Asthma _____ ☐ Cancer _____

☐ Dementia _____ ☐ Diabetes _____ ☐ Epilepsy _____

☐ Heart Disease _____ ☐ Hypertension _____ ☐ Kidney Disease _____

☐ Stroke _____ ☐ Tuberculosis _____ ☐ Stroke _____

If any are checked, please explain: _____

Is there a history of other hereditary disease? ☐ Yes ☐ No

If yes, please explain: _____

ADDITIONAL COMMENTS, IF ANY: _____

I hereby affirm that I have completed this form to the best of my ability, and that the information provided is true and correct.

Print Name _____

Signature _____

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

IN RE: ADOPTION OF _____

CASE NO. _____

FINANCIAL STATEMENT FORM

(To be completed by Petitioner and Petitioner's Spouse, if applicable)

OCCUPATION: _____

INCOME:

Gross Annual Income: _____

Other Income Sources: _____

HOME:

Own: Present Value: _____ Balance Owed _____

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: _____

ADDITIONAL COMMENTS, IF ANY: _____

I hereby affirm that I have completed this form to the best of my ability, and that the information provided is true and correct.

Print Name _____

Signature _____

**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)

Child's Name After Adoption

First Name

Middle Name

Last Name

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 Mother Father Parent	Relation to Child Adoptive Natural	Choose One Mother Father Parent	Relation to Child 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 _____