

ATTORNEY CHECKLIST FILING REQUIREMENTS FOR INDEPENDENT ADOPTIONS PLACEMENT FILINGS AND ADOPTION FILINGS

PURSUANT TO R.C. 3107.011

**THERE MUST BE SEPARATE LEGAL COUNSEL FOR BIRTH PARENTS AND
ADOPTIVE PARENTS.**

COURT ORDERED PLACEMENT FOR THE PURPOSE OF ADOPTION

- * * FACE SHEET**

- * APPLICATION FOR APPROVAL OF PLACEMENT**

- * ENTRY SETTING HEARING AND ORDERING NOTICE**

- * NOTICE OF HEARING (COURT WILL PREPARE CERTIFIED MAIL)**

- * STATEMENT OF RIGHT TO CONTEST DECREE OF ADOPTION**

- * AFFIDAVIT OF CHILD'S RESIDENCE(S) SINCE BIRTH**

- * ENTRY APPROVING PLACEMENT FOR THE PURPOSE OF ADOPTION**

- * * ^ AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION/PHYSICAL
EXAMINATION**

- ~ ~ ^ CERTIFIED COPY OF MINOR'S BIRTH CERTIFICATE
(THIS MAY NOT BE AVAILABLE FOR A NEWBORN WHEN FILING THE INITIAL PAPERS, IT SHOULD BE FILED AS
SOON AS POSSIBLE)**

- ~ ~ ^ IF APPLICABLE, PROOF OF MARRIAGE OF PETITIONERS
(NOT THE MARRIAGE LICENSE, MUST BE A CERTIFIED COPY OF THE MARRIAGE RECORD OR ABSTRACT)**

- ~ ~ ^ IF APPLICABLE, CERTIFIED COPIES OF ALL DIVORCE DECREES OF PETITIONERS**

- ~ ~ ^ IF APPLICABLE, CERTIFIED COPIES OF ALL DIVORCE DECREES FOR BIOLOGICAL
PARENTS**

- ~ ~ ^ IF APPLICABLE, CERTIFIED COPY OF DEATH CERTIFICATE
(IF EITHER BIOLOGICAL PARENT IS DECEASED)**

- ~ ~ ^ FIVE REFERENCES WITH COMPLETE ADDRESS AND PHONE NUMBER
(REFERENCES CANNOT BE FAMILY)**

- ~ ~ ^ SPECIFIC DIRECTIONS TO PETITIONER'S HOME**

INDEPENDENT ADOPTION (COURT ORDERED PLACEMENT MAY NOT ALWAYS BE THROUGH THIS COURT)

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FACE SHEET

18.0 PETITION FOR ADOPTION OF MINOR

18.9 PRELIMINARY ESTIMATE ACCOUNTING
(MUST BE FILED WITH THE PETITION FOR ADOPTION OF MINOR)

18.1 JUDGMENT ENTRY SETTING HEARING AND ORDERING NOTICE

18.2 NOTICE OF HEARING ON PETITION FOR ADOPTION
(COURT WILL PREPARE CERTIFIED MAIL)

18.3 IF APPLICABLE, CONSENT TO ADOPTION BY BIOLOGICAL PARENT

18.3 IF MINOR IS OVER AGE 12, CONSENT TO ADOPTION

18.4 IF APPLICABLE, JUDGMENT ENTRY FINDING CONSENT NOT REQUIRED

18.5 INTERLOCUTORY ORDER OF ADOPTION

18.9 FINAL PETITIONER'S ACCOUNT
(MUST BE FILED NOT LATER THAN 10 DAYS PRIOR TO FINAL HEARING DATE)

18.7 FINAL DECREE OF ADOPTION (WITH INTERLOCUTORY ORDER)
(MUST COMPLETE SECTION WHICH STATES MINOR IS AN ADOPTED PERSON AS DEFINED IN SECTIONS 3107.39 OR 3107.45)

~ ~ ^ **CERTIFIED COPY OF MINOR'S BIRTH CERTIFICATE**

~ ~ ^ **IF APPLICABLE, PROOF OF MARRIAGE OF PETITIONERS**
(NOT THE MARRIAGE LICENSE, MUST BE A CERTIFIED COPY OF THE MARRIAGE RECORD OR ABSTRACT)

~ ~ ^ **IF APPLICABLE, CERTIFIED COPIES OF ALL DIVORCE DECREES FOR PETITIONERS**

* * ^ **AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION**
POLICE/CRIMINAL RECORD CHECK

IF NOTICE BY PUBLICATION TO NON-CUSTODIAL BIRTH OR PUTATIVE FATHER
(MINOR BORN PRIOR TO JANUARY 1, 1997) AN AFFIDAVIT OF DUE DILIGENCE

IF NOTICE BY PUBLICATION, PROOF OF PUBLICATION

**IF APPLICABLE, PUTATIVE FATHER SITUATION FOR MINOR BORN AFTER
JANUARY 1, 1997, THE FOLLOWING FORMS PERTAINING TO PUTATIVE FATHER
REGISTRY:**

- ODHS1695 APPLICATION FOR SEARCH OF OHIO PUTATIVE FATHER REGISTRY**
- ODHS1696 RESPONSE TO PERSON(S) REQUESTING SEARCH OF OHIO PUTATIVE FATHER
REGISTRY**
(THIS FORM WILL BE FILED BY THE OHIO DEPARTMENT OF HUMAN SERVICES)
- ODHS1697 OHIO PUTATIVE FATHER REGISTRY CERTIFICATE**
(THIS FORM WILL BE FILED BY THE OHIO DEPARTMENT OF HUMAN SERVICES)
- HEA2757 CERTIFICATE OF ADOPTION**
(THE NEW BIRTH CERTIFICATE WILL BE CREATED FROM THIS INFORMATION,
VITAL STATISTICS IS VERY PARTICULAR, PLEASE COMPLETE PROPERLY TO PREVENT DELAYS)

*** * NO FORM NUMBER, LOCAL FORM**
~ ~ ATTORNEY AND PETITIONER TO PROVIDE
^ ^ BUREAU OF VITAL STATISTICS FORM
^ DOCUMENTS THAT WILL BE TRANSFERRED FROM PLACEMENT FILE TO
ADOPTION FILE