

PROBATE COURT OF CUYAHOGA COUNTY REQUIREMENTS OF THE COURT IN INDEPENDENT ADOPTIONS (01/12/01)

PLEASE SUBMIT THE FOLLOWING ITEMS AT TIME OF FILING:

1. **One typed and signed copy of the petition.** All forms must be complete with middle names included for all parties involved in the adoption.
2. **Certified copy of child's birth certificate.**
3. **Consent to the Adoption,** by any parties authorized to consent.
4. **In cases where the birth parent(s) wish to execute a Consent to Adoption, birth parent(s) must contact the court to meet with a certified assessor, prior to execution of the Consent to Adoption.**
5. **For children born on or after January 1, 1997, documentation showing a search of the Putative Father Registry has been completed. (Form DHS 1697)**
6. **Supplemental Information Sheet.**
7. **Affidavit for Service by Publication, if necessary.**
8. A deposit is required upon filing of the petition. **Filing fee is \$135.00.**
Balance of court costs to be paid at the time of hearing, including:
 - Home Study (\$35.00)**
 - Service by Publication (\$40.00),** if necessary. Also, the
 - Fee for adoptive birth certificate.** The fee for an adoptive birth certificate varies depending on the state of birth. **For a child born in Ohio, the fee is \$10.00 for each birth certificate ordered.** The court can advise you of the applicable fees.
 - All fees must be paid by Cash or Money Order made payable to Cuyahoga County Probate Court.**
9. **Criminal Record check pursuant to O.R.C. Section 2151.86.**
 - Ohio Bureau of Criminal Identification and Investigation (BCI) - fee is \$15.00 per search.** This search is necessary for all petitioners.
 - Federal Bureau of Investigation (FBI) - fee is an additional \$24.00 per search.** This search is necessary for all petitioners who have not lived **only** in Ohio for the last five (5) years.
 - A Certified Check or Money Order, made payable to "Treasurer of the State of Ohio," must accompany the fingerprint cards in order to be processed.**
10. **Medical report on child using form provided by court.**

11. **Completed medical report on adopting parents using form provided by court.**
12. Adopting parents must have letters of character reference from the employer, and four (4) other individuals with personal knowledge of the petitioner(s). All letters should be addressed to **Judge John J. Donnelly, Probate Court of Cuyahoga County, 1 Lakeside Avenue, Cleveland, OH 44113.**
13. **Proof of marriage of the petitioners.**
14. **Proof of relationship of child to the petitioners.** Certified copy of judgment entry granting custody or guardianship.
15. **Certified copies of all divorce decrees of both adopting parents,** if either or both have been previously married. This will become part of the court's permanent record.
16. **CSEA/Bureau of Support statement regarding child support of potential adoptee,** if applicable.
17. **Proof of support of any minor child(ren) from previous marriages/relationships.**
18. **Proof of death if either birth parent is deceased.** (Certified copy of death certificate)
19. **Certified copy of death certificate for any previous spouse of the applicant(s).**
20. **Certified copies of all divorce decree of birth parents, if applicable.** This will become part of the court's permanent record.
21. **Financial Statement**
22. **Copy of most recent 1040 form filed with the Internal Revenue Service.**
23. A full accounting of all disbursements of anything of value paid, or agreed to be paid by or on behalf of the petitioners in connection with the adoption.
Preliminary Accounting Form - submitted upon filing of Petition for Adoption
Final Accounting Form - must be submitted at least ten (10) days prior to hearing.
24. All documents must be in this office ten (10) days before the date of the hearing.
25. Petitioner, and spouse, must be available for interviews and for a home visit prior to the date of the hearing.
26. On the date set for hearing, both petitioner(s) and child(ren) must appear in Court.

IF YOU SHOULD HAVE ANY QUESTIONS, CALL (216) 443-8988.