

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

ANTHONY J. RUSSO, Presiding Judge

LAURA J. GALLAGHER, Judge

REQUIREMENTS OF THE COURT IN AGENCY ADOPTIONS

probate.cuyahogacounty.us

PLEASE SUBMIT THE FOLLOWING ITEMS AT TIME OF FILING THE PETITION FOR ADOPTION:

1. **One (1) typed and signed copy of the Petition for Adoption, including cover pages.** All forms must be complete with middle names included for all parties involved in the adoption.
2. **Certified copy of the adoptee(s) birth certificate.**
3. **Certified copy of Juvenile Court Order terminating parental rights due to abuse, neglect and dependency.**
4. **Permanent Surrender and Ohio Law and Adoption Materials (ODHS 1693) (if available).**
5. **Consent of the Agency.**
6. **Social and Medical History of Birth Parents (ODHS 1616).**
ALWAYS INCLUDE A COMPLETE COPY OF THIS FORM, BOTH FRONT AND BACK.
REMINDER: Must list child's name AFTER adoption. This form is comprised of NON-IDENTIFYING INFORMATION
7. **Information Shared with Adoptive Parent(s) Form.**
8. **Prefinalization Assessment Report (ODHS 1699) and Redacted (1699)** Most updated information may be provided in a letter, or brief statement, to the court. It is NOT necessary to redo the entire 1699.
9. **Criminal Record check** pursuant to O.R.C. 2151.86 dated within eighteen (18) months of filing of the Petition. Records must be reflective of petitioner's current status.
10. **Medical Report on adoptee(s) dated within one (1) year of filing of the petition.**
11. **If child is in counseling/therapy, a letter from treating professional regarding the adoption.**
12. **Adoptive medical reports on petitioners and other members of the household dated within twenty-four (24) months of the filing of the petition.**
Doctors comments regarding petitioner's suitability as Adoptive Parent(s) must be completed.
Medical Statement must be reflective of petitioner's current state of health.
13. **Documentation regarding the basis of Petitioner's proof of income and/or disability income.**
14. **Employer Reference letter for each applicant dated within one (1) year of filing.**
Employer reference letters must be reflective of applicant's employment status at the time of the hearing.
15. **Character Reference letters from individuals who are familiar with the petitioner(s). Letters must be dated within twenty-four (24) months of the filing of the petition.**
All four (4) letters must be dated, signed and should contain names, addresses and telephone numbers of the reference.

16. **Copy of most recent IRS 1040 tax return filed.** Must copy both sides of return and all schedules.
17. **Financial Statement (ODHS 1681).**
18. **Petitioner's Accounting Form(s)- only required in cases involving agency and/or attorney fees.**
Preliminary Accounting Form must be submitted upon filing of the Petition for Adoption.
Final Accounting Form must be submitted at least ten (10) days prior to hearing.
19. **Proof of marriage of the petitioners.** Certified copy of marriage certificate, not license
20. **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.
21. **Certified copies of death certificates of any previous spouse of the petitioner(s),** if applicable.
22. **Certified copies of any court orders establishing paternity or child support obligations of adoptive parent(s).**
23. **CSEA/Bureau of Support statement regarding child support of potential adoptee,** if applicable.
24. **Documentation showing compliance with Interstate Compact for interstate adoption cases (IC-100A).**
25. **Original and three (3) copies of Request for Notification with original signatures of adoptive father and adoptive mother.**
Only an original and two (2) copies are required in a single parent adoption.
26. **Certificate of Adoption form (HEA 2757).**
Two (2) copies of this form must be submitted. Please make sure it is the complete form. Often the forms submitted cut off the certification portion and must be resubmitted, causing another delay.
27. **Statement of Adopted Person**
Two (2) typed copies of this form must be submitted for each child.
There are only two questions on this form, but they must both be completed.
28. **Results Notice from Ohio Department of Job and Family Services for the Statewide Automated Child Welfare Information System Alleged Perpetrator Search (SACWIS).**
29. **Supplemental Information Sheet,** which must be typed.

At time of filing the petition, petitioner(s) will pay court costs.

All costs must be paid by cash, money order or credit card (additional fee applies to credit card transactions) made payable to Cuyahoga County Probate Court.

The following fees apply:

Court Costs	\$175.00
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IF YOU HAVE ANY QUESTIONS, PLEASE CALL (216) 443-8988 or (216) 443-8989

Please be advised that the court staff is prohibited from giving legal advice to prospective petitioners.