

**PROBATE COURT OF CUYAHOGA COUNTY OHIO**

**Anthony J. Russo, Presiding Judge**

**Laura J. Gallagher, Judge**

**PETITION FOR ADOPTION OF MINOR CHILD INSTRUCTIONS**

**Please be advised that the court cannot give you legal advice. This instruction sheet is to be used merely as a tool to assist you in correctly completing the Petition for Adoption. Should you require further explanation of the items on this form or legal questions regarding the adoption, please seek the assistance of an attorney who is licensed to practice law in the state of Ohio.**

**Also attached is a Copy of the Petition for Adoption of Minor Child Form with the correlating number below to assist you in completing your Petition for Adoption.**

1. Child's name after the adoption.
2. Leave blank as the court will assign a case number.
3. Minor child's birth name, if known.  
If child's birth name is not known write "unknown"
4. Minor child's name after adoption.
5. Petitioner (Adoptive Parent's) First name, middle name, and last name & age.
6. Second Petitioner (Adoptive Parent's) First name, middle name, last name & age,  
if there is a second petitioner. If there is not a second petitioner, type "n/a" or "not applicable".
7. Home address of the Adoptive parent(s) and the amount of time he/she has lived at that address.
8. Adoptive parent(s) marital status: unmarried, married, divorced or widowed.
9. If adoptive parents are married, type the month, day and year of the wedding & the city and state in which they were married
10. Relationship of the Adoptive Parent(s) to the child: Example - step-parent, foster parent, grandparent, etc.
11. Child's birth name, if known.

12. Child's date of birth, if known.
  
13. Child's city and state of birth, if known.
  
14. If the child owns any personal and/or real property, please list the type of property and the value.
  
15. (A) Check this box if the child is living in the home of the adoptive parent, and list the date the child was placed there for adoption and who placed the child there. Example: Step-parent adoption use the date of the marriage as long as the child resided in the home at that time. Person who placed the child- parent. If a relative has custody or guardianship, use the date the court granted custody/guardianship and name of the court. If a foster child, list the date the child was placed in the home and the agency that placed the child in the home.  
(B) Check this box if the child does not live in the home of the Adoptive Parent and list the child's address.  
(C) Check this box if the child became available or potentially available for adoption prior to September 18, 1996.  
(D) Check this box if you do not check box (C).
  
16. If you are submitting a certified copy of the child's birth certificate along with the Petition, please leave this line blank. If you will not be submitting the birth certificate along with the Petition please state the reason why. Example: The social worker will be providing the birth certificate at a later date, or the child was abandoned in a foreign country and there is not birth certificate, etc.
  
17. Check this box and list the name and address of the person or agency that has permanent custody of the child.
  
18. If the child had a court appointed guardian ad litem in a custody, divorce or children services case, please list the name and address of the guardian ad litem. If the child did not have a guardian ad litem, please type "n/a" or "not applicable", or if unknown type "unknown".
  
19. If a child services agency has permanent custody of the child, and if an attorney represented the child during those proceedings, please list the name and address of the attorney. If the child did not have his/her own attorney, please list "n/a" or "not applicable".
  
20. If a parent or an agency must consent to the adoption, write the name, relationship, and full address of the person who must consent to the adoption. Example: If Cuyahoga County Department of Children has permanent custody of the child, they will need to consent to the adoption. Also, please indicate if that person or agency will be submitting a written consent. If you do not know the name of the juvenile court or the case number, write "unknown".

21. If you are alleging that consent is not needed, you will need to complete Item 21. If there is no father on the birth certificate & if no putative father has timely registered, check the first box in Item 21.

If you are alleging the consent of the child's biological parent is not required, list that person on line A and check the boxes under letter A, if they apply. If you are alleging consent of a second parent is not required, list that parent on line B and then check any boxes that apply under letter B.

If Children Services has permanent custody of the child and if you do not know the biological parent(s) information, you may leave this item blank. However, please make sure that Item 20 is completed.

22. Petitioner/Adoptive Parent(s) must type their name(s), address and telephone number. Remember you must list your full middle name, not just a middle initial. Also, the Petition must include the original signature of each Adoptive Parent.

The attorney information only needs to be included if the Adoptive Parent is represented in this matter by an attorney.

**PROBATE COURT OF CUYAHOGA COUNTY, OHIO**

Anthony J. Russo, Presiding Judge

Laura J. Gallagher, Judge

IN THE MATTER OF THE ADOPTION OF 1  
(Name after Adoption)

CASE NUMBER \_\_\_\_\_

**PETITION FOR ADOPTION OF MINOR CHILD**  
[R.C. 3107.05]

The undersigned petitions to adopt 3, a minor,  
and to change the name of the minor to 4.

The petitioner states the following: **PETITIONER**

Full Name: 5 Age \_\_\_\_\_

Full Name: 6 Age \_\_\_\_\_

Place of Residence 7 \_\_\_\_\_

Street Address

City or Village or Township if unincorporated area

Post Office

State

Zip Code

Duration of Residence

Marital Status: 8 Date and Place of Marriage: 9

Relationship of Minor to Petitioner: 10

The petitioner has facilities and resources 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: 11 Date of Birth: 12

Place of Birth: 13 Property and Value: 14

15A  The minor is living in the home of the petitioner, and was placed therein for adoption on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_

15B  The minor is not living in the home of the petitioner, and resides at \_\_\_\_\_

15C  The minor will be an adopted person as defined in R.C. 3107.39;

15D  The minor will be an adopted person as defined in R.C. 3107.45;

A certified copy of the birth certificate of the minor is filed with this petition or is not available due to the following: 16

the minor is in the permanent custody of 17  
 whose address is \_\_\_\_\_

The guardian ad litem during the permanent custody proceedings was  
18  
 whose address is \_\_\_\_\_

The attorney representing the minor during the permanent custody proceedings was  
19  
 whose address is \_\_\_\_\_

**20 PERSONS OR AGENCIES WHOSE CONSENT TO THE ADOPTION IS REQUIRED**

- <sup>20</sup> 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  
Court - County Case No.

**21 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 born on or after January 1, 1997. Attached is Ohio Department of Human 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 the de minimis contact with the minor for a period of at least one year immediately preceding the filing of the adoption petition or 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 born before January 1, 1997.)

CASE NUMBER \_\_\_\_\_

\_\_\_\_\_  
Attorney for Petitioner

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Number (Include Area Code)

\_\_\_\_\_  
Attorney Registration Number

\_\_\_\_\_  
Petitioner

22  
\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Typed or Printed name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Number (Include Area Code)