

## STEP PARENT ADOPTIONS

### I. DEFINITION

A step parent adoption is a legal procedure in which a step parent adopts the child of his or her current spouse.

### II. REQUIREMENTS AT THE TIME OF FILING

#### A. Attorney provides:

- SPF18.0- Petition for Adoption of Minor signed by the adopting parent only, using full legal names, no initials
- SPF 18.3- Consent to Adoption to be signed by the spouse of the petitioner
- SPF 18.3- Consent to Adoption by the biological parent who must consent unless his or her consent is determined to not be required.
- SPF 18.9 Preliminary Petitioner's Account;  
*At least ten (10) days prior to the hearing date, a **Final Petitioner's Account** accompanied with an **Itemization of Fees** must be filed.*
- M.C. Form 3.1- Application for Appointment of Assessor
- M.C. Form 3.2- Judgment Entry Appointing Assessor  
Court Approved Assessors: *Northeast Ohio Adoption Services (330) 856-5582 & Carol Harvey (330) 853-8483*  
It is the Petitioner's responsibility to schedule an appointment with the assessor.
- Certified copy of Minor's birth certificate
- ODH Certificate of Adoption Form HEA2757
- Certified copy of the marriage record of the adoptive parents
- Certified copy of all divorce decrees for adoptive parents, if applicable
- Certified copy of death certificate of deceased biological parent, if applicable
- Petitioners must be married a year prior to the filing of petition.

**ALL STANDARD PROBATE FORMS AND LOCAL FORMS CAN BE FOUND ON THE COURT'S WEBSITE. [www.mahoningcountyoh.gov/probate](http://www.mahoningcountyoh.gov/probate)**

### III. ADDITIONAL FILING REQUIREMENTS **DUE AT LEAST TWENTY (20) DAYS PRIOR TO HEARING DATE**

- **Ohio Putative Father Certification**, if applicable. This Application may be completed by the biological mother or by the attorney. This information can be found: <http://www.odjfs.state.oh.us/forms/num/JFS%2001695/>
- **SACWIS (Statewide Automated Child Welfare Information System)** –You must complete this process online. **To create an account please go to <https://ap.jfs.ohio.gov/Login.aspx>**. Click **Log in from OH/ID**; Click **Create an Account** and follow the instructions.

#### FINGERPRINTS

- **BCI & FBI Reports** must be filed for the Petitioner and all adults aged 18 or older living in the home with the minor. Please have petitioner go to the Mahoning *County Justice Center*, located at 110 5<sup>th</sup> Avenue, Youngstown, Ohio 44503; Phone: 330-480-5000. A **Valid Driver's License or State Identification Card and Social Security Card are REQUIRED**. Hours of operation are Tuesday through Friday: 9:00 a.m. to 3:00 p.m. The cost is **\$60.00** Method of payment accepted are exact **cash or a money order** made payable to the Mahoning County Sheriff.

#### IV. NOTICE OF HEARING

- Service by certified mail, restricted delivery will be issued by the Court to the non-consenting parent if required. If service is unsuccessful, the Attorney shall file a Motion and Judgment Entry to appoint a process server.
- If notice of hearing by publication is necessary, the Attorney shall file an Affidavit, Motion and Judgment Entry for Service by Publication.

#### V. FILING FEE

- \$200.00

#### VI. HEARING

- Petitioner, spouse and child must appear.
- Assessor must also appear. Under certain circumstances, the Court will permit their testimony telephonically.
- The Court will prepare the **Final Decree of Adoption and Adoption Certificate for Parents**.
- It is the Petitioner's responsibility to make a written request for child's new birth certificate. An **Application for Certified Copies of the new birth certificate** and instructions will be given to the petitioner on the day of the hearing.