



COLUMBIA COUNTY

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**Columbia County Circuit Court
Register in Probate Office**

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STEPPARENT ADOPTION

PLEASE NOTE: This information is provided as a public service and is **NOT** intended to be legal advice. Persons having questions about the form or the procedure should contact an attorney; Probate staff members **cannot** give legal advice.

FORMS: Parties and child must reside in Columbia County. Please read the forms carefully and fill them out completely. All forms listed on this guideline are available online for the following:

- Forms with prefixes "JC" and "GF" can be located at: <http://www.wicourts.gov/forms1/circuit.htm>
- Forms with prefixes "CFS" and "DFS" can be located at: <http://dcf.wisconsin.gov/forms/querypage.htm>
- If the child is subject to the Indian Child Welfare Act (ICWA), please use the appropriate forms for that situation.

A child is not available for adoption unless a parent is deceased or the non-custodial parent's rights have been or will be terminated.

- 1. TO COMMENCE A NEW PROCEEDING**, complete and bring the original and at least two copies to file for **each** child. When the following documents are filed with the court, a hearing date will be set:

Form Number	Name of Form
JC-1645	Petition for Adoption - Child/Adult Petition to the court requesting the court approve an adoption of a child or adult. The petition must be completed and the petitioner's signatures notarized.
JC-1646	Consent to Adoption (if applicable) Form signed by child over 14 and/or an adult consenting to the adoption including the birth parent who is not terminating rights.
JC-1643	Order for Hearing and Screening (Stepparent Adoption) Court order directing a single-interview screening for stepparent adoption. The form must be completed and must contain the name, address, and phone number of the investigating agency. Hearing date will be completed by probate staff.
GF-150	Uniform Child Custody Jurisdiction Act Affidavit To meet the jurisdictional requirements of the Uniform Child Custody Jurisdiction Act. Required if not filed with the TPR petition.
You must provide	Name of State Licensed Investigating Adoption Agency
Original OR Certified Copy of TPR	The petition for the TPR termination of parental rights of the terminating parent and the stepparent adoption petition are filed simultaneously A certified copy of the completed TPR.

- A Judge will be assigned and a hearing will be scheduled.
- It is the petitioner's responsibility to provide a copy of the filed documents to attorney, agency, any child over 12 years old, and any other interested party.
- The court appointed agency is required to perform a one-time stepparent screening for the Court prior to the hearing. The agency will prepare a written recommendation and file with the Court.
- You will need to contact the agent to schedule the screening; please cooperate with the social worker.

2. FILE PRIOR TO THE COURT HEARING:

		Agency’s Written Report of Investigation with recommendation (Home Study)
	JC-1647	Order on Petition for Minor Child Adoption The petitioner shall complete a proposed order to the Court to grant adoption petition.
	ORIGINAL DPH 5022	Report of Adoption must be completed and provided to the Register in Probate Office at the hearing – ask the agency to complete this form
	FEE to Record the Adoption	If the child was born in Wisconsin, please include the appropriate fees for the filing the Report of Adoption and new birth certificates (if requesting); fees are listed on the form. <i>Checks to be payable to State of WI Vital Records</i>
	Fee for Certified Copy	It is recommended that you also have a certified copy of the Order of Adoption. The certified copy can be obtained from the Register in Probate Office after the hearing. The fee is \$4.00 payable to Register in Probate.

POST HEARING:

- Child born in Wisconsin: The Register in Probate office will mail to the State Vital Records Office, the original completed Report of Adoption with the fee.
- If the child was **not** born in Wisconsin, the Register in Probate office will mail a copy of the Order for Adoption and the **ORIGINAL** Report of Adoption to the parents (or their attorney). It will then be the responsibility of the parents (or their attorney) to complete the process to obtain an amended birth certificate from the state of birth.
- **FORMS:** additional/duplicate state mandated forms (listed above) can be found at: www.wicourts.gov