

Thomas A. Swift, Judge
TRUMBULL COUNTY PROBATE COURT
161 High Street
Warren, Ohio 44481
(330) 675-2521
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www.trumbullprobate.org

AGENCY ADOPTION FILING REQUIREMENTS

Deposit \$110.00 per application - Balance of court costs due day of hearing.

<u>When to File</u>	<u>Ohio Revised Code</u>	<u>Form No.</u>	<u>Form</u>
Initial Filing	R.C. 3107.05(A)	SPF 18.0	Petition for Minor
Initial Filing		SPF 19.0	Petition for Adult
Initial Filing		*****	Statement of Adopted Person
Initial Filing		HEA 2757	Ohio Department of Health Certificate of Adoption (Completed except for "other required information" and certification)
Initial Filing	R.C. 3107.05(B)	SPF 18.3	Consent to Adopt (If minor is over age 12, otherwise this is filed by Agency later)
Initial Filing	R.C. 3107.10(B)	SPF 18.9	Preliminary Accounting (Including statements signed by petitioner that s/he reviewed accounting and attests to its accuracy). If Agency is charging a fee, an itemization of Agency fees is required.
Within 30 days from filing of petition	R.C. 3107.032		Petitioner submits to WEBCHECK criminal background check at Trumbull County Sheriff's Department
Prior to Hrg.		*****	Certified Copy of Birth Certificate (filed by Agency)
Prior to Hrg.		*****	Judgment Entry terminating parental rights and granting Permanent custody to Agency
Prior to Hrg.		*****	Consent Form(s) (Filed by Agency)
Prior to Hrg.	R.C. 3107.12	ODHS 1699	Prefinalization Assessment (Filed by Agency at least 20 days prior to hearing)
Prior to Hrg.	R.C. 3107.10(B)	SPF 18.9	Final Accounting (Filed by petitioners at least 10 days prior to hearing and including statement signed by petitioner that s/he reviewed accounting and attests to its accuracy). If Agency is charging a fee, an itemization of Agency fees is required.
Prior to Hrg.	R.C. 3107.031	OHDS 1698	Home Study by Assessor (Filed by Agency at least 10 days prior to hearing)
Prior to Hrg.	R.C. 3107.09(E)	ODHS 1616	Social and Medical Histories of Parent(s) (Filed by Agency)
Prior to Hrg.		OHDS 1693	Ohio Law and Adoption Materials (If applies, Filed by Agency)