

ADOPTIVE PLACEMENT GUIDE

Circuit Court

Waukesha County

Juvenile Division

Packets of all required forms may be obtained through the Juvenile Court office, or via the Wisconsin Court System web site at <http://www.wicourts.gov/forms1/circuit.htm> or the State Bar web site at www.wisbar.org/forms

FORMS/FEEES REQUIRED AT TIME OF FILING TO INITIATE ADOPTIVE PLACEMENT

(Pursuant to Waukesha County Juvenile Court Local Rule 9.2, which states that the court will not accept for filing any adoption action unless all the required documents are prepared and ready for filing).

1. Petition for Adoptive Placement (with attached statement of expenses) - [#JC-1640](#)
2. Order for Hearing and Investigation - [#JC-1641](#)
3. Certified copy of the child's Birth Certificate (unless recently born and birth certificate not yet on file)
4. \$10.00 court cost made payable to "Clerk of Juvenile Court"

REQUIRED FORMS TO BE FILED 48 HOURS PRIOR TO COURT HEARING

(Pursuant to Waukesha County Juvenile Court Local Rule 9.7 which states that if any of the required documents are missing, the court reserves the right to remove the matter from the calendar without further notice).

1. Agency's written Report of Investigation regarding the prospective adoptive parents
2. Order for Adoptive Placement - [#JC-1642](#)

GENERAL INFORMATION

Under Sec. 48.837(3) Wis. Stats, a Petition for Placement "shall be filed with a petition under s. 48.42 for the voluntary consent to the termination of any existing rights of the petitioning parent or parents". Sec. 48.837(4)(a) states that the court "shall hold a hearing within 30 days after the date of filing of the petitions, except that the hearing may not be held before the birth of the child". Both matters will be placed on the court's calendar for the same date and time. Please review Sec. 48.837(6) regarding the sequential order in which these hearings must be conducted.

Termination of Parental Rights (TPR) forms packets are also available at the Juvenile Court office. They contain general information and outline the specific requirements for filing in Waukesha County.

Service of the summons with the TPR petition is the responsibility of the petitioner and proof of service (or publication, if applies) must be submitted to the court. The court will provide notice of the adoptive placement proceedings by mailing a copy of the "Order for Hearing and Investigation" to all of the attorneys and agencies involved. The birth parents and adoptive parents will not receive a copy of the "Order for Hearing and Investigation" as to maintain confidentiality nor will they be provided with copies of the final orders.

The agency or agencies involved must submit reports to the court pursuant to Sec. 48.425 regarding the termination of parental rights and Sec. 48.837(4)(c) regarding the adoptive placement.