

STEP-PARENT/RELATIVE ADOPTION 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 ADOPTION PROCEEDING

(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 Adoption - **State Form #[JC-1645](#)**
2. Order for Hearing and Screening - **SF #[JC-1643](#)**
3. Agency's written Report of Investigation with recommendation and consent (Home Study)
4. Certified copy of the child's Birth Certificate
5. Copy of petitioner's (current) marriage license (the certified record on file in the County where the marriage occurred) - For clarification, a copy of the certified record
6. Copies of any previous divorce judgements (petitioner and spouse) - do not need to be certified
7. Certified copy of Death Certificate(s) - petitioner and spouse (if applicable)*
-OR if Relative Adoption, Certified copy of Death Certificate of the natural parent(s) if applicable*
8. Certified copy of Order Concerning Termination of Parental Rights (if previously done)*
9. Report of Adoption (SIGNED BY ADOPTIVE PARENTS!!) - **SF #[DOH-5022](#)**
10. \$40.00 fee for new birth certificate made payable to "Bureau of Vital Statistics"
11. \$10.00 court cost (per child) made payable to "Clerk of Juvenile Court"

*Parties must file items #7 or #8 if the adoption is NOT being filed with a Termination of Parental Rights

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. Order for Adoption - **SF #[JC-1647](#)**
2. Consent to Adoption (signed by minor who is being adopted, if over the age of fourteen and the non-terminating parent) - **SF #[JC-1646](#)**

GENERAL INFORMATION

A Guardian ad Litem will be appointed for the child by the Court in all adoption cases IF they are filed in conjunction with a Termination of Parental Rights (TPR) case and a \$450.00 retainer collected at the time of filing.

If the TPR has already been completed, the petitioner must submit a certified copy of the TPR Order with the adoption forms. If the parent who would be terminated is deceased, then the petitioner must submit a certified copy of the Death Certificate.

The petitioner will need to contact one of the “Licensed Child Welfare Agencies” from the list in the forms packet and make arrangements to have a home study completed. This written home study must be submitted with all of the other required documents at the time of filing.

Adoptions must be heard within 90 days of filing unless they are filed with a TPR. Under Sec. 48.422 Wis. Stats., the TPR hearing shall be held within 30 days of the filing of the petition, therefore if an adoption is filed with a TPR, it will be placed on the court’s calendar within 30 days of filing. Both matters will be held concurrently.

The Court will provide notice of the adoption proceedings by mailing a copy of the “Order for Hearing and Screening” to the petitioner’s Attorney, the petitioner and spouse, the agency who provided the home study and the Guardian ad Litem (if one has been appointed by the court).

At the conclusion of the adoption proceedings, the Court will submit the signed “Report of Adoption” form to the child’s state of birth to correct the birth record and obtain a certified copy of the new birth certificate. If the child was born in the State of Wisconsin, the fee is \$40.00 and should be made payable to “Bureau of Vital Statistics”. If the petitioners desire any additional birth certificates, they are \$3.00 each if paid for at the time of filing. If the child was born in any other state, please call the Court before filing the paperwork to obtain the correct fee amount for that state. The Court will instruct the state to send the new certified birth certificate directly to the petitioners unless specified otherwise. **(FOR DOMESTIC ADOPTIONS ONLY – CONTACT C LERK FOR INSTRUCTIONS FOR FOREIGN BORN CHILDREN)**

ALL FEES are to be posted with the Court at the time of filing.