

AGENCY ADOPTION GUIDE

(For adoption finalizations from independent/agency placements)

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 (petitioner(s) to sign before a Notary Public) - #[JC-1645](#)
2. Order for Hearing and Investigation - #[JC-1641](#)
3. Certified copy of the minor child's birth certificate
4. Certified copy of Order Concerning Termination of Parental Rights
5. Certified copy of Order for Adoptive Placement (IF Adoptive Placement was done)
6. Report of Adoption (**SIGNED BY ADOPTING PARTIES**) - #**DOH-5022 Available in hardcopy only**
7. \$40.00 fee made payable to "Bureau of Vital Statistics"
8. \$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. Order for Adoption - #[JC-1647](#)
2. Agency's Report of Investigation with recommendation (home study) with agency worker's ORIGINAL signature - **Due at least 10 days prior to the court hearing pursuant to Sec. 48.85 Wis. Stats.**

***NOTE - If all forms are completed at the time of filing they can all be submitted at the time of filing.**

Agency adoptions, sometimes referred to as "finalizations", must be filed under the child's **birth** name. As with any agency adoption, all birth information must be kept confidential from the adopting parties by the court, therefore after the "Order for Hearing and Investigation" has been signed by the Judge, a copy will only be sent to the filing attorney and/or the agency. **The filing attorney or the agency filing the adoption will be responsible for advising the adopting parties of the date and time of the hearing!**

Often the adopting parties may already know the child's birth name, either as a result of a foster care placement or an "open" independent placement, however, in order to remain consistent, this information will not be divulged to the adopting parties by the court. The parties will not receive a copy of the "Order for Adoption" but will be provided a letter signed by the Judge stating that the adoption has now been finalized.

When all of the necessary documents and fees are ready to be filed, they can be brought in or mailed to:

Waukesha County Juvenile Court
521 Riverview Avenue, Room JC103
Waukesha, WI 53188

Unless the court is advised of a specific date or time that is inconvenient for the parties, they will be expected to appear at the designated date and time assigned by the court.