BUTLER COUNTY PROBATE COURT
ADOPTION PLACEMENT FILING REQUIREMENTS

PLEASE NOTE THERE IS ONLY ONE COPY OF EACH FORM IN THE PACKET, IF ADDITIONAL FORMS ARE NEEDED, PLEASE REFER TO THE INDIVIDUAL LIST OF FORMS ON THIS WEBSITE.

AT THE TIME OF INITIAL FILING

1. Application for Appointment of Assessor - BC 300
2. Judgment Entry Appointing Assessor - BC 301
3. Authorization Forms (one per petitioner) - BC 324
4. Preliminary Petitioner's Account - 18.9
5. Affidavit - BC 308
6. Entry Ordering Independent Home Study - BC 302
7. Application for Placement BC 303 or BC 316 **(Do not file until after birth of child.)**

All documents must be mailed or brought to the Butler County Probate Court Clerk's Office for filing. **At the time of filing an initial deposit of $150.00 is required.** Please confirm the amount with the clerk since filing fees may have changed subsequent to the date of this instruction sheet. This fee must be paid in cash, check or money order made payable to the Butler County Probate Court. Additional costs will be required prior to finalization.

PRIOR TO HEARING

1. The placement hearing cannot occur until at least 72 hours after the child's birth.
   Note: If the parties expect the biological parent(s) to execute the consent at the placement hearing, the biological parent(s) must meet with an assessor for the pre-consent interview at least 72 hours prior to the placement hearing.
2. The adoptive family must have a home study completed and filed.
3. Fingerprint Cards must be sent to BCII.
4. A mandatory pretrial will be scheduled prior to the hearing on the Application for Placement.
5. Ohio Laws and Adoption Materials - ODHS 1693 must be filed for each consenting birth parent (This document is to be completed by the assessor).

AT THE TIME OF HEARING

1. Written Statement of Natural Parent - BC 305 (This document should be prepared but not signed; it will be executed in the presence of a Judicial Officer)
2. Consent to Adoption - 18.3 (This document should be prepared but not signed; it will be executed in the presence of a Judicial Officer)
3. Entry on Placement - BC 306
4. Order of Release - BC 307 (if applicable)

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE PLACEMENT OF _____
(Current Name of Child)

CASE NO. _____

APPLICATION FOR APPOINTMENT OF ASSESSOR

[R.C. 3107.012, 3107.031, 5103.16(D)]

Now comes Petitioner(s) , _____,

and request(s) that the Court appoint an assessor to perform the services required to be performed by an assessor as set forth in Chapter 3107 and/or Chapter 5103 of the Revised Code.

Petitioner(s) request(s) that the Court appoint _____

as the assessor in this case and represents to the Court that said person or agency is duly licensed as an assessor in accordance with the requirements of Section 3107.012 of the Revised Code.

Petitioner(s) understand(s) that the cost of the assessor services will be the sole responsibility of the Petitioner(s) and will contract directly with the assessor regarding payment for such services, subject to the provisions of section 3107.10 of the Revised Code.

_____
Attorney for Petitioner

_____
Typed or Printed Name

_____
Street Address

_____
City State Zip Code

_____
Phone Number (include area code)

Attorney Registration No. _____

_____
Petitioner

_____
Typed or Printed Name

_____
Petitioner

_____
Typed or Printed Name

_____
Street Address

_____
City State Zip Code

_____
Phone Number (include area code)

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE PLACEMENT OF _____

(Current Name of Child)

CASE NO. _____

JUDGMENT ENTRY APPOINTING ASSESSOR

[R.C. 3107.012, 3107.031, 5103.16(D)]

This matter having come before the Court on the Petitioner's Application For Appointment of Assessor and the Court being otherwise fully advised,

IT IS THEREFORE ORDERED that _____ be appointed assessor in this case and provide assessor services as required by Chapter 3107 and/or Chapter 5103 of the Revised Code, and

IT IS FURTHER ORDERED that the cost of the assessor services will be the sole responsibility of the Petitioner(s) and that the Petitioner(s) is/are instructed to contract directly with the assessor regarding payment for such services, subject to the provisions of section 3107.10 of the Revised Code.

_____

Probate Judge

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF _____

Case No. _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ of _____
Address

_____
City/State/Zip

do hereby authorize: (1) Adult Protective Services in Butler County and surrounding counties to release to the Butler County Probate Court, for an *in camera* inspection by the Court, any reports that may involve me that concern allegations of abuse, neglect, or the exploitation of an adult, (2) Butler County Children Services in Butler County and surrounding counties to release to the Butler County Probate Court, for an *in camera* inspection by the Court, any reports that may involve me that concern allegations of abuse, neglect, or the exploitation of a child, (3) Butler County Sheriff and surrounding counties and municipalities to release to the Butler County Probate Court copies of any records of arrest and/or conviction concerning any criminal charges that I may have, and (4) Butler County Probate Court to obtain from Ohio Courts Network (OCN) current and previous residences, civil and criminal history records, driving records, birth records, public records or any criminal justice agency records that I may have in any federal, state, county, and municipal jurisdictions.

Date of Birth	
Social Security Number	
Drivers License Number/State Issued	
Marital Status	
Previous Address	
Maiden Name	
Spouse's Name	
Name of Former Spouse(s)	
Name(s) of Child(ren)	
A.K.A.	

_____ _____
Signature Witness

TO BE COMPLETED BY EACH AGENCY (Please check appropriate space and sign. If a record is located, attach record/information to this form.)

Record Located		No Record Located	

_____
Adult Protective Services

Record Located		No Record Located	

_____
Children Services

Record Located		No Record Located	

_____
Sheriff's Department

Record Located		No Record Located	

_____
Ohio Courts Network (OCN)

PROBATE COURT OF BUTLER COUNTY, OHIO

ADOPTION OF _____
(Name after adoption)

CASE NO. _____

PETITIONER'S ACCOUNT
[R.C. 3107.055]

☐ PRELIMINARY ESTIMATE ACCOUNTING
(To be filed not later than date petition filed)

☐ FINAL ACCOUNTING
(To be filed not later than 10 days prior to date of final hearing)

This accounting specifies all disbursements of anything of value the petitioner, a person on the petitioner's behalf, and the agency or attorney made and has agreed to make in connection with the minor's permanent surrender under division (B) of Section 5103.15 of the Revised Code, placement under Section 5103.16 of the Revised Code, and adoption under Chapter 3107. (Attach extra sheets if necessary)

DATE	DATE AND ADDRESS	DISBURSEMENT MADE OR AGREED TO BE MADE	ACTUAL COSTS
	PHYSICIAN'S NAME		
	PHYSICIAN'S ADDRESS		
	HOSPITAL/MEDICAL FACILITY'S NAME		
	HOSPITAL/MEDICAL FACILITY'S ADDRESS		
	ATTORNEY'S NAME		
	ATTORNEY'S ADDRESS		
	ACTUAL COST TO THE ATTORNEY		
	AGENCY'S NAME		
	AGENCY'S ADDRESS		
	MAINTENANCE AND MEDICAL CARE REQUIRED UNDER R.C. 5103.15		
	EXPENSES PURSUANT TO R.C. 3107.055(C)(9)		
	FOSTER CARE		
	GUARDIAN AD LITEM		
	COURT COSTS		
	ALL OTHER DISBURSEMENTS		
	TOTAL		

FORM 18.9 - PETITIONER'S ACCOUNT

CASE NO. _____

[Reverse of Form 18.9]

CERTIFICATION OF PETITIONER'S ACCOUNT

The undersigned certifies this _____ day of _____, 20___, that this accounting is true and accurate.

_____
Attorney or Agency

_____
Typed or Printed Name

_____
Address

_____
City State

_____
Telephone Number (include area code)

The petitioner has reviewed this accounting and attests to its accuracy this _____ day _____, 20___.

_____
Petitioner

_____
Petitioner

PRINT

SCO-OCS-DRS 0018.9 (Rev. 10/2022) Previous Editions Obsolete

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE PLACEMENT OF _____
(Current name of child)

CASE NO. _____

AFFIDAVIT

[R.C. 3127.23]

State of Ohio, County of BUTLER s.s.

Affiant being first duly sworn, deposes and says:

1. That the child's present address, the places where the child has lived within the last five years, and the name and present addresses of each person(s) with whom the child has lived during that period are:

2. That affiant ☐ has ☐ has not participated as a party, witness, or in any other capacity in any litigation concerning the custody of the child(ren) in this or any other state.

3. That affiant ☐ has ☐ has no information of any custody proceeding concerning the custody the child(ren) pending in a court of this or any other state.

4. That affiant ☐ has ☐ has no knowledge of any person who is not a party to the proceedings who has physical custody of the child(ren) or claims to have custody or visitation rights with respect to the child(ren).

If 2, 3, 4 is answered in the affirmative, and the space afforded is insufficient for full explanation, please attach and incorporate herein any necessary information.

Affiant realizes that affiant has a continuing duty to inform the Court of any custody proceedings concerning the child(ren) in this or any other state of which affiant obtains information during the pendency of this proceeding.

_____
Signature of Affiant

Sworn to before me and subscribed in my presence this _____ day of _____ , _____

_____
Notary Public

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE PLACEMENT OF _____
(Current name of child)

CASE NO. _____

ENTRY ORDERING INDEPENDENT HOME STUDY

[R.C. 5103.16(D)(2), R.C. 3107.031]

This day this cause came on to be heard upon the Application for Placement filed by _____

_____ for an independent home study of a proposed
(Full name of applicant)

placement of a child for purposes of adoption.

The Court hereby orders _____ to make an independent
(Agency)

home study of the proposed placement to be conducted as provided in section 5103.16(D)(2) and 3107.031 of the Revised Code, and to file a written report of the home study with the Court.

The costs of the home study shall be paid by the person seeking to adopt the child.

_____ _____
Date Probate Judge

_____
Attorney

_____
(Type or Print Attorney's Name)

_____
Street

_____
City, State, Zip Code

_____
Telephone Number (Include area code)

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE PLACEMENT OF _____
(Current name of child)

CASE NO. _____

APPLICATION BY PARENT FOR APPROVAL OF PLACEMENT

[R.C. 5103.16(D)]

Applicant, _____, who resides at
(Full name of parent)

_____ represents that applicant is the
(Address of parent)

☐ mother as established pursuant to R.C. 3111.02(A)

☐ father as established pursuant to R.C. 3111.02(A)

of a child whose date of birth is _____.

Applicant proposes that said child be placed for adoption and states that such proposed placement would be in the best interest of the child.

Applicant requests that the Court order an independent home study of the proposed placement to be conducted as provided in section 3107.031 of the Revised Code.

Applicant consents to the proposed placement.

Applicant states that applicant is aware of his/her right to contest the decree of adoption subject to the limitations of section 3107.16 of the Revised Code.

Applicant requests that a hearing be set to allow the Applicant to appear before the Court concerning the proposed placement.

WHEREFORE, Applicant prays that such proposed placement be approved.

_____
Signature of Parent

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE PLACEMENT OF _____
(Current name of child)

CASE NO. _____

APPLICATION BY RELATIVE FOR APPROVAL OF PLACEMENT

[R.C. 5103.16(D)]

Applicant, _____, who resides at
(Name of relative)

_____ represents that applicant is the
(Address of relative)

_____ of a child whose date of birth is _____ and
(Relationship to child) (Birthdate of child)

who resides at _____ .
(Address of child)

Applicant states that: (Check whichever applicable)

- ☐ the mother of the child is deceased.
- ☐ the father of the child is deceased.
- ☐ the mother as established pursuant to R.C. 3111.02(A) has abandoned the child as determined under R.C. 3107.07(A).
- ☐ the father as established pursuant to R.C. 3111.02(A) has abandoned the child as determined under R.C. 3107.07(A).

Applicant proposes that said child be placed for adoption and states that such proposed placement would be in the best interest of the child.

Applicant requests that the Court order an independent home study of the proposed placement to be conducted as provided in section 3107.031 of the Revised Code.

Applicant consents to the proposed placement.

Applicant requests that a hearing be set to allow the Applicant to appear before the Court concerning the proposed placement.

WHEREFORE, Applicant prays that such proposed placement be approved.

_____
Signature of Relative

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE PLACEMENT OF _____
(Current name of child)

CASE NO. _____

WRITTEN STATEMENT OF NATURAL PARENT

I, _____, have had the following paragraphs fully explained to me and hereby acknowledge that I understand my rights under the laws of the State of Ohio as set forth below. I further acknowledge that my signature below is placed voluntarily, without the undue influence of any person.

1. The placement for purposes of adoption of an infant born to me on _____ is done by me, without the involvement of any person, institution or agency certified by the Department of Job and Family Services, except the assistance of _____, Attorney at Law, **who I understand represents the adoptive family in this matter**. I ***do/do not*** (circle appropriate language) know the identity of the proposed adoptive family.

2. I understand that I am appearing before this Court today to request the approval of placement for purposes of adoption of _____ which placement, if approved, will occur today.

3. I represent to the Court that I understand that under Ohio law no child shall be placed or received for adoption or with intent to adopt unless placement is made by a public children services agency, an institution or association that is certified by the Department of Job and Family Services under section 5103.03 of the Revised Code to place children for adoption, or custodians in another state or foreign country **or unless all of the following criteria are met:**

    A. Prior to the placement and receiving of the child, the parent or parents of the child personally have applied to, and appeared before the probate court of the county in which the parent or parents reside, or in which the person seeking to adopt the child resides, for approval of the proposed placement specified in the application and have signed and filed with the court a written statement showing that the parent or parents are aware of their right to contest the decree of adoption subject to the limitations of section 3107.16 of the Revised Code;

    B. The court ordered an independent home study of the proposed placement to be conducted as provided in section 3107.031 [3107.03.1] of the Revised Code, and after completion of the home study, the court determined that the proposed placement is in the best interest of the child;

    C. The court has approved of record the proposed placement.

4. I further represent that I understand that the Final Order of Adoption is subject to appeal by me to the Court of Appeals for this County. However, I am giving up the right to receive notice of any hearing, or the issuance of either the Interlocutory or Final Order of Adoption, and therefore will not know specifically when my rights of appeal may expire. I understand that the Final Order of Adoption should be granted in approximately seven months, and that the normal right of appeal would expire 30 days from that day. If I have any question concerning contesting this adoption in any manner, I understand that I should immediately contact the Court and/or Legal counsel.

5. I further represent to the Court that I am aware of the provisions of section 3107.16 of the Revised Code that provides that:

   A. Appeals from the probate court are subject to the Rules of Appellate Procedure and, to the extent not in conflict with those rules, Chapter 2505, of the Revised Code. Unless there is good cause for delay, appeals shall be heard on an expedited basis.

   B. Subject to the disposition of an appeal, upon the expiration of six months after an adoption decree is issued, the decree cannot be questioned by any person, including the petitioner, in any manner or upon any ground, including fraud, misrepresentation, failure to give any required notice, or lack of jurisdiction of the parties or of the subject matter, unless, in the case of the adoption of a minor, the petitioner has not taken custody of the minor, or, in the case of the adoption of a minor by a stepparent, the adoption would not have been granted but for fraud perpetrated by the petitioner or the petitioner's spouse, or, in the case of the adoption of an adult, the adult had no knowledge of the decree within the six-month period.

6. I further represent that I understand that if the Court approves this placement that my consent will still be required before a petition to adopt this child may be granted.

7. I further represent that I understand that under section 3107.084 of the Revised Code:

   A. A consent to adoption is irrevocable and cannot be withdrawn after the entry of an interlocutory order or after the entry of a final decree of adoption when no interlocutory order has been entered. The consent of a minor is not voidable by reason of the minor's age.

   B. A consent to adoption may be withdrawn prior to the entry of an interlocutory order or prior to the entry of a final decree of adoption when no interlocutory order has been entered if the court finds after hearing that the withdrawal is in the best interest of the person to be adopted and the court by order authorizes the withdrawal of consent. Notice of the hearing shall be given to the petitioner, the person seeking the withdrawal of consent, and the agency placing the minor for adoption.

8. **I understand that the effect of the Interlocutory and Final Orders of Adoption is the termination of all legal relationships between myself and this child.** The prospective adoptive parents will be established as the legal parents of this child, have the full and complete rights to determine the values and upbringing of the child, including but not limited to, the choice of religious training, education, and discipline.

9. My name is _____

   My address is _____

   My date of birth is _____

I execute this Written Statement in open Court on _____
(Date)

_____
(Signature of parent)

_____, personally appeared and acknowledged the signing of document to be her voluntary act and deed, having been duly cautioned and sworn.

_____
Notary Public/Judge/Magistrate

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF _____
(Name after adoption)

CASE NO. _____

CONSENT TO ADOPTION

[R.C. 3107.06, 3107.08 & 3107.081]

The undersigned _____

[check one of the following seven capacities by which your consent is given]

- ☐ Mother
- ☐ Father
- ☐ Parent
- ☐ Putative father who has registered under R.C. 3107.062
- ☐ Agency having permanent custody
- ☐ Minor, who is more than twelve years of age (this consent must be executed in the presence of the Court)
- ☐ Other_____

hereby waives notice of the hearing on the Petition For Adoption to be filed in the court, and consents to the adoption of _____
(Name before adoption)

as proposed in the petition.

The undersigned further states that this consent is voluntarily executed irrespective of disclosure of the name or other identification of the prospective adopting parents.

_____

Sworn to before me and signed in my presence this _____ day of _____ , 20_____

_____
Person authorized pursuant to R.C. Chapter 3107 to take this acknowledgement

_____
Title

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE PLACEMENT OF _____
(Current name of child)

CASE NO. _____

ENTRY ON PLACEMENT

This day _____ as a duly licensed assessor under the provision of section 3107.012 of the Revised Code, having made an independent home study of the proposed placement of _____, and having filed said home study with this Court; and

The Court finding said independent home study to be in order and complete, and the Court having heard the evidence upon the application for approval of placement:

It is now the order of the Court that said placement is hereby approved as of record; and

It is further ordered that _____ , as prospective adoptive parents, are granted temporary custody of _____ pending further proceedings of adoption of said child.

ENTER

_____ _____
Date Probate Judge

_____
Attorney

_____
(Type or Print Attorney's Name)

_____
Street

_____
City, State, Zip Code

_____
Telephone Number (Include area code)

PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE PLACEMENT OF _____

(Current name of child)

CASE NO. _____

ORDER OF RELEASE

It is hereby ordered that the _____ shall release and deliver infant _____ to _____ for placement in the adoptive home previously approved by the Court.

_____

Probate Judge

PROBATE COURT OF BUTLER COUNTY, OHIO
JOHN M. HOLCOMB, JUDGE

IN THE MATTER OF: _____

CASE NO. _____

SELF-REPRESENTATION ACKNOWLEDGMENT

I acknowledge that I have read, understand and agree with all of the following statements:

1. The Court strongly recommends that I hire an attorney to represent me in this case. Contrary to the Court's recommendation, I have chosen to proceed with this case without the assistance of an attorney.
2. I have the time, knowledge, and ability to handle all aspects of this case correctly without assistance from the Court or any other person.
3. The Court and its Deputy Clerks are prohibited by law from assisting me with any aspect of this case, including without limitation determining what forms I am required to file and how to complete those forms.
4. The Court and its Deputy Clerks cannot provide me with any information regarding how to properly handle this case beyond the information available on the Court's website, at www.probatecourt@bcohio.gov.
6. I am responsible for understanding and correctly applying those portions of the Ohio Revised Code, Rules of Superintendence for the Courts of Ohio, Butler County Probate Court Local Rules of Practice, and all other rules, regulations, policies and procedures, and case law that relate to this case.
7. The Court will hold me to the same standards that apply to attorneys and personas represented by attorneys in similar probate proceedings.
8. If I do not fulfill my responsibilities in this case properly and in a timely manner I will be subject to the compliance policies in the Butler County Probate Court Local Rules.
9. I have a duty to act fairly, honestly, impartially and in the mutual best interest of all persons or entities that may have an interest in this case. I also have a duty to not do anything in my self-interest that is detrimental or harmful to others.
10. I may be personally liable to any person or entity that suffers financial damages as a result of anything I do in this case that does not comply with the legal requirements that apply to this case.
11. If I violate anything in this Self-Representation Acknowledgment, the Court may terminate my authority to proceed further with this case, or may require that I must be represented by an attorney to continue with this case.

_____
Fiduciary/Applicant/Guardian

_____
Typed Printed Name

_____
Address

_____
City/State/Zip

_____
Telephone Number (include area code)

_____
Email Address