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|  | <p>Register in Probate Dodge County Justice Facility 210 West Center Street Juneau, WI 53039-1091 Telephone: (920) 386-3550</p> | |
| | <p>STEP-PARENT ADOPTION</p> | |

- ❖ A packet of forms is available from the Register in Probate for \$5.00.
- ❖ You may access all probate forms on the internet at: <http://www.wicourts.gov/forms1/circuit.htm>
- ❖ If you do not understand the forms or your duties as the petitioner, please seek advice from an Attorney.
- ❖ Complete the below forms and call (920) 386-3550 for an appointment.

| Form No. | Name of Form |
|-------------------------|--|
| JC-1645 | Petition for Adoption (one original signed and notarized) <i>(no filing fee is required)</i> |
| JC-1643 | Order for Hearing & Screening (the Court will issue for pro se filers). |
| Fee Due | Adoption Home Study fee \$300.00 (due at the time of filing the petition). <i>(if there is more than one child it is an additional \$50 for each additional child)</i> |
| Court will Appoint | Family Court Services to conduct a home study. |

HEARING: Child Over 14 years of Age *MUST* attend the hearing

- ❖ A hearing will be scheduled before the Court.
- ❖ See TPR guide for procedures when filing a companion termination of parental rights case.

Prior to the hearing the following must be filed:

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| Agency will File with the Court | Agency's Written Report of Investigation with recommendation (Home Study) |
| JC-1646 | Consent to Adoption (by birth parent who is not terminating rights) |
| JC-1646 | Consent of minor over 12 years of age (if applicable) |
| JC-1647 | Proposed Order for Adoption (Court will generate for pro se filers) |
| We Generate | Report of Adoption (statistical form required by State Vital Records for birth records) and fee. See form. (you will need to submit a check or money order made payable to Vital Records.) |
| Certified Copy fee | \$4.00 for certified copy of Order for Adoption (order signed by the judge at the hearing) payable to the Clerk of Circuit Courts |