

STEPPARENT/DOMESTIC ADOPTION PROCEDURES
PIERCE COUNTY JUVENILE CLERK/REGISTER IN PROBATE OFFICE
414 W. MAIN ST., ELLSWORTH, WI 54011
715-273-6460 / 715-273-3531, ext. 6411

NOTE:

- This guideline is provided only as a public service and is not meant to be legal advice. The Juvenile Clerk of Court and Register in Probate office cannot give legal advice or complete the forms for you; please contact an attorney if you have legal questions.
- Please read the forms carefully and *fill them out completely*.
- **The petition for the termination of parental rights of the terminating parent and the stepparent adoption petition are filed simultaneously.**

STEP ONE: FILE THE FOLLOWING DOCUMENTS TO OPEN A STEPPARENT ADOPTION:

- JC-1645 Petition for Adoption – Child/Adult
- JC-1646 Consent to Adoption
- JC-1643 Order for Hearing and Screening. Complete top portion only. Agency and hearing date information will be completed by staff.

- A copy of the Order for Hearing and Screening will be provided to the petitioner and agency.
- The Department of Human Services (“agency”) is required to perform a one-time stepparent screening for the Court prior to the court hearing.
- The agency will contact you to schedule the screening; please cooperate with the social worker. The agency will prepare a written recommendation and file it with the Court; the petitioner will receive a memorandum from the agency

STEP TWO: COMPLETE AND FILE PRIOR TO THE HEARING:

- JC-1647 Order for Adoption
- Original Report of Adoption (available from the Juvenile Clerk/Register in Probate office only); use this form if child was born in the State of Wisconsin.
- NOTE If the child was born in Wisconsin, please include the appropriate fee for the report of adoption (statistical form that generates a new birth certificate); fees are listed on the form.

POST HEARING:

- Child born in Wisconsin: The Juvenile Clerk/Register in Probate office will mail to the State Vital Records Office, the original completed Report of Adoption with the fee.
- If the child was **not** born in Wisconsin, the Juvenile Clerk of Court/Register in Probate office will mail a copy of the Order for Adoption and the *original* Report of Adoption to the parents (or their attorney). It will then be the responsibility of the parents (or their attorney) to complete the process to obtain an amended birth certificate from the state of birth.
- **FORMS:** additional/duplicate state mandated forms (listed above) can be found at: www.wicourts.gov