

	Marquette County Probate/Juvenile Court	
GUIDELINE: 1645A	STEP-PARENT ADOPTION	Revised December 11, 2015 Page 1 of 1
Print this Guideline for Future Reference		

PLEASE NOTE: This Guideline is provided as a public service and is not intended to be legal advice. If you have any questions, about the form or the procedure, please contact an attorney as Probate staff members cannot give legal advice.

FORMS:

- A packet of forms is available from the Register in Probate for \$10.00.
- The forms may be accessed on the internet at: [Mandatory State Adoption Forms](#) (juvenile) in two formats.

Note: Petitioner should **contact an adoption agency before filing the Petition for Adoption.**

See list of agencies on the page attached or at the following link: [State Licensed Agencies](#)

TO OPEN A STEP-PARENT ADOPTION proceeding, file the following:

Form Number	Name of Form
JC-1645.DOC or JC-1645.PDF	Petition for Adoption (one original signed and notarized) <i>(no filing fee is required)</i>
GF-150.DOC or GF-150.PDF	Uniform Child Custody Jurisdiction and Enforcement Act Affidavit <i>(required with all petitions)</i>
JC-1643.DOC or JC-1643.PDF	Order for Hearing and Screening (Step-parent Adoption)
You must provide	Name of State Licensed Investigating Adoption Agency

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

- The Probate Office will send the Order for Hearing and Screening to the attorney (or Petitioner if not represented).
- It is petitioner's responsibility to provide copy to the adoption agency and a child over 12 years of age and to file Proof of Service.
- A fifteen minute hearing will be scheduled before the Intake Judge on a Tuesday morning.
- (See TPR guide for procedures when filing a companion termination of parental rights case.)

BY THURSDAY NOON BEFORE THE HEARING the following must also be filed:

Form Number	Name of Form
	Agency's Written Report of Investigation with recommendation (Home Study)
JC-1646.DOC or JC-1646.PDF	Consent to Adoption (by birth parent who is not terminating rights)
JC-1646.DOC or JC-1646.PDF	Consent of minor over 12 years of age (If applicable)
AD-3001.DOC or AD-3001.PDF	Receipt for Medical/Genetic Information (signed by adopting parent)
PR-1817.DOC or PR-1817.PDF	Affidavit of Service (petition and Order for Hearing provided to agency)
JC-1647.DOC or JC-1647.PDF	Proposed Order for Adoption (petitioner shall provide copy to agency after hearing)
DPH-5022 (Request from our Office)	Report of Adoption (statistical form required by State Vital Records for birth records) and fee
Fee for Certified Copy	\$4.00 for certified copy of Order for Adoption (order signed by the judge at the hearing) Payable to: Clerk of Circuit Courts

Phone:
(608) 297-3009
Fax:
(608) 297-9107

Marquette County Courthouse
77 W Park Street
P.O. Box 749
Montello, WI 53949

Room 205
Office Hours:
Monday – Friday
8:00 a.m. – 4:30 p.m.