

	Marquette County Probate/Juvenile Court	
GUIDELINE: GL-1645A	AGENCY ADOPTION (Agency is Guardian of Child)	Revised: December 11, 2015 Page 1 of 1

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.
- You may access all adoption forms on the internet at: <http://www.wicourts.gov/forms1/circuit.htm> (juvenile) in two formats.

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

TO OPEN AN AGENCY ADOPTION proceeding, please file the following:

Form Number	Name of Form
JC-1645.DOC or JC-1645.PDF	Petition for Adoption (one original signed and notarized) No filing fee
GF-150.DOC or GF-150.PDF	Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (required with all petitions)
JC-1641.DOC or JC-1641.PDF	Order for Hearing and Investigation – Adoptive Placement/Adoption

AGENCY will (in most cases) file the following directly with the Probate Office:

- Copy of original birth certificate
- Certified copy of Order terminating parental rights
- Investigative home study report
- Recommendation of agency/guardian
- Notice of release of medical/genetic information

HEARING:

- When the above documents are filed, the Order for Hearing will be sent to the attorney (or petitioner).
- It is petitioner’s responsibility to provide copy to the adoption agency and the child, if over 12 years of age and to file Proof of Service.
- A 15 minute hearing will be scheduled on a Tuesday morning before Intake Judge.

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

Note: The following forms may be filed by the Agency. However, the attorney (or Petitioner) is responsible to file these forms if the Agency does not file them.

Form Number	Name of Form
JC-1646.DOC or JC-1646.PDF	Consent to Adoption (of child if over 12 years of age) (child over 14 must attend the hearing)
AD-3001.DOC or AD-3001.PDF	Receipt for Medical/Genetic Information (if notice of release of information is not filed by Agency)
PR-1817.DOC or PR-1817.PDF	Affidavit of Service (petition and Order for Hearing provided to agency)
DPH-5022 (Request from our office)	Report of Adoption (statistical form required by State Vital Record) and Fee
JC-1647.DOC or JC-1647.PDF	Proposed Order for Adoption (petitioner shall provide copy to agency after hearing)
Fee for Certified Copy	\$4.00 for certified copy of Order for Adoption (order signed by the Judge at the hearing) Payable to: Marquette County

A Folder with information on filing the Inventory, the Annual Account and the Annual Report on the Condition of the Ward is available for purchase for \$20.00 in the Register in Probate’s office.

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

Marquette County Courthouse
77 W Park Street
P.O. Box 749
West Bend, WI 53095

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