STEPPARENT ADOPTION

BURNETT COUNTY PROBATE OFFICE 7410 COUNTY RD K, #110 SIREN, WI 54872

PHONE: 715-349-2177

HOURS: MONDAY – FRIDAY 8:30 AM – 4:30 PM

NOTE:

- This information is provided as a public service to persons involved in an Adoption proceeding and is NOT intended to be legal advice. Persons having questions should contact an attorney; probate office staff cannot give legal advice.
- All forms listed on this guideline can be found on the Internet at www.wicourts.gov (under Forms; Circuit Court; Juvenile; Adoption).
- > Please read the forms carefully and *fill them out completely*.

STEP ONE: FILE THE FOLLOWING DOCUMENTS TO START A STEP-PARENT ADOPTION PROCEEDING:

Petition for Adoption (Form JC-1645)
Order for Hearing and Screening (Stepparent Adoption) (Form JC-1643)
Consent to Adoption by natural, non-terminating parent (Form JC-1646)
Consent to Adoption by child over 14 years old, if applicable, (Form JC-1646)
NOTE: There is a fee of \$150 due at time of filing for the Stepparent Adoption Screening, which
is performed by the Department of Health & Human Services. (You must make your check payable to
the Department of Health & Human Services.)
STEP TWO: FILE PRIOR TO THE COURT HEARING:
Order for Adoption (Form JC-1647)
Report of Adoption (the Social Worker normally provides this form to the parties)

NOTE: In most cases, the Adoption Hearing is set at the same date & time as the Termination of Parental Rights (TPR) Hearing for the biological parent who is terminating their rights. However, the TPR Hearing must be heard within 30 days of the filing of the TPR petition. The Department of Health & Human Services must perform a Stepparent Adoption Screening and file a report with the Court prior to the Adoption Hearing. This can take some time. Therefore, in most instances, the Petition for Adoption is filed prior to filing the TPR Petition.