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## STEP-PARENT ADOPTION

CHIPPEWA COUNTY  
PROBATE OFFICE  
711 N BRIDGE STREET  
CHIPPEWA FALLS, WI 54729

HOURS:  
MONDAY – FRIDAY  
8:00 AM – 4:30 PM

PHONE: 715-726-7737

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### NOTE:

- This information is provided as a public service and is **NOT** intended to be legal advice. Persons having questions should contact an attorney - probate office staff **cannot** give legal advice or complete the forms for you.
- Please read the forms carefully and *fill them out completely*.
- There are statutory time limits, therefore, arrange a stepparent screening with an Adoption Agency, such as Catholic Charities or Lutheran Social Services, **before** filing the Petition for Adoption.
- The Petition for Termination of Parental Rights of the terminating parent and the Petition for Adoption are filed simultaneously.
- **Forms:** State mandated forms can be found at: [www.wicourts.gov](http://www.wicourts.gov).

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

- Petition for Adoption – Child/Adult JC-1645
- Consent to Adoption JC-1646 (by parent and by child if 14 years or older)
- Order for Hearing and Screening JC-1643 (hearing date information will be completed by probate staff)
- A copy of the Order for Hearing and Screening will be provided to the petitioner. It is the petitioner's responsibility to provide a copy to the Agency.
- The Agency you hire will perform a stepparent screening.

### **STEP TWO: COMPLETE AND FILE PRIOR TO THE HEARING**

- The Agency will prepare a written recommendation and file it with the Court.
- Report of Adoption (children born in Wisconsin\*) – ask the Agency you hire to assist you with completion of this form. Include the appropriate fee payable to “State of WI Vital Records” for filing and certified copies of the new birth certificate (fees are listed on the form).
- Order for Adoption JC-1647

### **POST HEARING**

- Immediately following the hearing, go to the Register in Probate Office, Room 203, to obtain certified copy(ies) of the Order for Adoption. There is a \$4.00 fee payable to “Register in Probate” for each certified copy.
- If the child was born in Wisconsin, the Register in Probate office will mail the Report of Adoption and appropriate fee to the State Vital Records Office for you.

\*If the child was not born in Wisconsin, your Agency should obtain the proper form to change the birth certificate from the appropriate State's Vital Records Office and prepare same. You should attach your check for the fees to file and obtain certified copies of the new birth certificate. After the hearing, the Register in Probate office will mail the form and appropriate fee to that State's Vital Records Office for you.