

Oneida Family Court
P O Box 19
Oneida, WI 54155
(920) 496-7200

INSTRUCTIONS FOR FILING A PETITION FOR ADOPTION

1. a. Complete the Petition for Adoption.
b. In the case of a stepparent adoption, complete the Petition for Adoption and the Summons.
2. a. Make a copy of the Petition for Adoption for yourself.
b. In the case of a stepparent adoption, make a copy of the Petition for Adoption and Summons for yourself and your spouse.
3. File the original and the copies of the Petition for Adoption and Summons, if applicable, and pay the \$25.00 filing fee with the Clerk.
 - a. In the case of a stepparent adoption, the Clerk will look over your papers and fill in the case number and the court date on the Summons.
4. In the case of a stepparent adoption, have your spouse complete the Admission of Service form and return the completed and notarized form to the Court prior to the adoption hearing (or have your spouse served pursuant to sections 803.5-6(a) – (c) of the Oneida Judiciary Rules of Civil Procedure and return an Affidavit of Service to the Court prior to the hearing).
5. The Court will provide notice to the guardian of the child when ordering the adoption investigation pursuant to 7 O.C. 708.43-3.
6. While a parent who has had their parental rights terminated is not entitled to notice of an adoption hearing, they may appear as an interested party and may enter into an agreement regarding residual rights (e.g. communication, visitation, support and education, etc.) in any customary adoption pursuant to 7 O.C. 708.41-2(d) and 708.43-6.

Any questions, call the Clerk of Court at 920-496-7200.

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ONEIDA FAMILY COURT

IN THE INTEREST OF:

Name

Case No. _____

Court will Assign

Date of Birth

Petition for Adoption

I STATE ON INFORMATION AND BELIEF:

1. The petitioner is:

- a relative of the child.
- the child's stepparent.
- a proposed adoptive parent with whom the child has been placed.

Child's Address and Telephone Number:		Tribal Affiliation
Parent 1's Name, Address, and Telephone Number	Date of Birth	Tribal Affiliation
Parent 2's Name, Address, and Telephone Number	Date of Birth	Tribal Affiliation
Proposed Adoptive Parent's Name(s), Address, and Telephone Number:		Tribal Affiliation

2. Parent 1:

- is deceased.
- has had their parental rights terminated and a copy of the order terminating parental rights has been attached.
- is my spouse.

3. Parent 2:

- is deceased.
- has had their parental rights terminated and a copy of the order terminating parental rights has been attached.
- is my spouse.

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4. The child's name should be changed to _____.
5. The adoption is in the best interests of the child.

Signature Date

Signature Date

Name Printed or Typed

Name Printed or Typed

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ONEIDA FAMILY COURT

IN THE INTEREST OF:

Name

Case No. _____
Court will Assign

Date of Birth

Summons

To the parties named in the petition:

A petition for adoption has been filed and is attached to this summons.

You are summoned to appear on:

Date: _____

Time: _____

Presiding Judge: Oneida Family Court Judge

Location: Courtroom _____, 2630 W. Mason Street, Green Bay, WI 54303

A failure to appear and defend may result in a default judgment against you for the relief demanded in the petition.

BY THE CLERK:

Signature (Clerk)

Date

Signature (Petitioner or Petitioner's Attorney/Advocate)

Name:

Address:

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ONEIDA FAMILY COURT

IN THE INTEREST OF:

Name

Case No. _____

Date of Birth

Admission of Service

I have voluntarily received a copy of the documents that are checked below:

Petition for Adoption and Summons.

I understand that when a Petitioner files an admission of service signed by a party, proof of service as otherwise required by law shall not be required and the law shall apply as if the document had been served at the time of filing the admission of service.

If a party timely returns an admission of service, the party shall have sixty (60) days, from the time the request was sent, to serve an answer to the document. Respondent may also reply orally at the hearing, especially when the hearing is required by law to be held prior to sixty (60) days after filing.

Signing an admission of service of a petition and summons or other document shall not waive any objection to personal jurisdiction or to venue.

Dated this _____ day of _____, 20__.

Signature

Name Printed or Typed

Date

State of _____

County of _____

Subscribed and sworn to before me on _____

Notary Public/Court Official

Name Printed or Typed

My commission/term expires: _____