
STEPPARENT ADOPTION

ST. CROIX COUNTY
PROBATE OFFICE
1101 Carmichael Rd
Hudson WI 54016

Hours:
Monday - Friday
8:00 AM – 4:30 PM

Phone: 715-386-4618 or 715-386-4619

NOTE:

- This guideline is provided only as a public service and is not meant to be legal advice. The Register in Probate office cannot give legal advice or complete the forms for you; please contact an attorney if you have legal questions.
- Please read the forms carefully and fill them out completely.
- The petition for the termination of parental rights of the terminating parent and the stepparent adoption petition are filed simultaneously.

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

- ☐ JC-1645 Petition for Minor Child Adoption
 - ☐ JC-1646 Consent to Adoption
 - ☐ JC-1643 Order for Hearing and Screening. Complete top portion only. Agency and hearing date information will be completed by probate staff.
- A copy of the Order for Hearing and Screening will be provided to the petitioner and agency.
 - The Department of Human Services ("agency") is required to perform a one-time stepparent screening for the Court prior to the court hearing.
 - Complete the Stepparent Adoption Information Sheet (see next page)
 - The agency will contact you to schedule the screening; please cooperate with the social worker. The agency will prepare a written recommendation and file it with the Court; the petitioner will receive a memorandum from the agency.

STEP TWO: COMPLETE AND FILE PRIOR TO THE HEARING:

- ☐ JC-1647 Order on Petition for Minor Child Adoption
- ☐ Original Report of Adoption (available from the Register in Probate office only); use this form if child was born in the State of Wisconsin.
- ☐ NOTE If the child was born in Wisconsin, please include the appropriate fee for the report of adoption (statistical form that generates a new birth certificate); fees are listed on the form.

POST HEARING:

- Child born in Wisconsin: The Register in Probate office will mail to the State Vital Records Office, the original completed Report of Adoption with the fee.
- If the child was not born in Wisconsin, the Register in Probate office will mail a copy of the Order for Adoption and the *original* Report of Adoption to the parents (or their attorney). It will then be the responsibility of the parents (or their attorney) to complete the process to obtain an amended birth certificate from the state of birth.
- **FORMS:** additional/duplicate state mandated forms (listed above) can be found at: www.wicourts.gov

CLERK: DO NOT FILE TO CASE
SEND TO HHS TO FACILITATE SCREENING SCHEDULING

Case No. _____

Step-Parent Adoption Information Sheet

Child(ren): _____ Date of Birth _____

Adopting Step Parent:

Last First Middle

Date of Birth: _____

Home Phone: _____

Previous States of Residence: _____

Biological Parent:

Last First Middle

Date of Birth: _____

Home Address:

Home Phone: _____

Parent Terminating Rights:

Last First Middle

Date of Birth: _____

Attorney: _____

GAL: _____