

FOREIGN ADOPTION GUIDE

Circuit Court

Waukesha County

Juvenile Division

Packets of all required forms may be obtained through the Juvenile Court office, or via the Wisconsin Court System web site at <http://www.wicourts.gov/forms1/circuit.htm> or the State Bar web site at www.wisbar.org/forms

FORMS/FEEES REQUIRED AT TIME OF FILING TO INITIATE ADOPTION PROCEEDING

(Pursuant to Waukesha County Juvenile Court Local Rule 9.2, which states that the court will not accept for filing any adoption action unless all the required documents are prepared and ready for filing).

1. Petition for Adoption (petitioner(s) to sign before a Notary Public) - #[JC-1645](#)
2. Original foreign documents with English translations, if available (or certified copies)*
3. Original foreign birth certificate (or the equivalent of)*
4. Order for Hearing and Investigation - #[JC-1641](#)
5. Report of Adoption (**SIGNED BY ADOPTING PARTIES**) - #DPH-5022F
(**DO NOT** send the fee for the new birth certificate at the time of filing. You'll receive a letter from the court after the adoption has been granted with instructions on how to obtain the new birth certificate).
6. \$10.00 court cost made payable to "Clerk of Juvenile Court"

REQUIRED FORMS TO BE FILED 48 HOURS PRIOR TO COURT HEARING

(Pursuant to Waukesha County Juvenile Court Local Rule 9.7 which states that if any of the required documents are missing, the court reserves the right to remove the matter from the calendar without further notice).

1. Order for Adoption - #[JC-1647](#)
2. Agency's Report of Investigation with recommendation (home study) - **Due at least 10 days prior to the court hearing pursuant to Sec. 48.85 Wis. Stats. (Court requires parties to submit ALL studies completed by agency for this child's adoption with original signatures by agency personnel).**

NOTE - If all forms are completed at the time of filing, they can all be submitted at the time of filing.

When completing the forms, please be sure to put the child's **FIRST, MIDDLE AND LAST** name (in that order) as it appears on the **ORIGINAL** foreign birth certificate in the caption of each form.

*Original foreign documents including the original foreign birth certificate can be submitted at the time of filing so that the court can make copies to retain in the file, **OR** the parties may submit **certified** copies of these documents at the time of filing. Your adoption agency can certify these documents as true copies of the originals by either certifying each document or attaching a certified letter to the documents, which lists **EACH SPECIFIC** document being certified. If you submit certified copies, please condense them to 8 ½ x 11 size if they are larger. If you submit your original documents, they will be returned to you on the day of the hearing. Certified documents remain in the court's file. The court will not risk mailing your original documents, so be sure you have asked the Judge to return them to you before you leave the courtroom.

After the adoption has been granted, you will receive a copy of the "Order for Adoption" signed by the Judge and the original "Report of Adoption" after it has been signed and sealed by the Clerk of Juvenile Court. You will also receive a letter from the court with information regarding how to obtain the new birth certificate.

When all of the necessary documents and fees are ready to be filed, they can be brought in or mailed to:

Waukesha County Juvenile Court
521 Riverview Avenue, Room JC103
Waukesha, WI 53188

Unless the court is advised of a specific date or time that is inconvenient for the parties, they will be expected to appear at the designated date and time assigned by the court.