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## MINOR CHILD ADOPTION GUIDELINE

DUNN COUNTY  
PROBATE OFFICE  
615 STOKKE PKWY #1500  
MENOMONIE, WI 54751

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

Phone: 715-232-6782

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### 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.
- A packet with all forms listed in this guideline is available for purchase for \$3.00. Unless specified, forms can be found on the state court website at [www.wicourts.gov](http://www.wicourts.gov).
- Please read the forms carefully and *fill them out completely*.
- An investigation report or stepparent adoption screening must be completed. You are responsible for finding an agency to complete the investigation or screening (if stepparent adoption).
- An adoptee over the age of 14 must be present at the hearing.

### FILE THE FOLLOWING DOCUMENTS TO OPEN AN ADOPTION:

- Petition for Minor Child Adoption (Form JC-1645)
- Order for Hearing and Investigation (Form JC-1641)
- OR
- Order for Hearing and Screening (stepparent adoption) (Form JC-1643)
- Consent to Adoption (Form JC-1646)
  - \* For stepparent adoptions, this must be completed by the parent whose rights are not being terminated and the adoptee if they are over the age of 14.
  - \* For other adoptions, this must be completed by the guardian and the adoptee if they are over the age of 14.
- Certified copy of the Order Terminating Parental Rights (if previously granted) or Death Certificate

### SERVICE AND INVESTIGATION:

- The Register in Probate will schedule a hearing within 90 days (or 30 if a Petition for Termination of Parental Rights is filed with the Petition for Minor Child Adoption). Copies of the paperwork will be returned to you to complete service on all interested persons. Service must be made by mail to interested parties not later than three days from the date of the order for hearing and investigation. Interested persons may include the following: the guardian of the child, if any; the agency making the investigation; DHFS when its recommendation is required; and the adoptee if they are 12 or older. It is your responsibility to determine who must be served.
- The investigation report or screening must be filed ten days prior to the hearing.
- The judge must review all paperwork prior to the hearing and determine if a Guardian ad Litem (GAL) needs to be appointed. If a GAL needs to be appointed you will be required to pay a \$350.00 deposit before anything further can be done. The appointment of a GAL may result in the need to reschedule the adoption hearing.

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

- Order on Petition for Minor Child Adoption (Form JC-1647) – complete as much information as possible
- Report of Adoption (available from the Register in Probate)

### **POST HEARING:**

- The Register in Probate office will mail a certified copy of the Order on Petition for Minor Child Adoption to the parents.
- Additional copies of the Order on Petition for Minor Child Adoption may be purchased. The fee is \$4.00 for a certified copy or \$1.00 for a regular copy.
- If the child was born in Wisconsin, the Report of Adoption must be filed with the State Vital Records Office. You must submit a check for the correct fee payable to “State of Wis. Vital Records” to the Register in Probate. 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 on Petition for Minor Child 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.