

JUVENILE COURT
POLICY/PROCEDURE

ADOPTION SEARCH

POLICY

The Juvenile Court will maintain a procedure for processing requests for an Adoption Search in accordance with any applicable Statute or State of Wisconsin Administrative rules.

PROCEDURE

To accomplish this process:

1. The agency responsible for working with the biological mother and father will bring to the hearing two completed copies of the "model Court Report for Centralized Birth Record"
2. For a step-parent TPR/Adoption, the attorney or parent filing the petition will be responsible for providing the court with the completed forms.
3. The court will file one copy in the court record and sent to Adoption Search the other copy.
4. The agency or attorney will attempt to have completed the medical and genetic information, including a report of any medical examination the parents had within one year before the date of the petition, and a report describing the child's prenatal care and medical condition at birth. The affidavit may also be completed immediately following the TPR hearings. It will be the responsibility of the agency or attorney to send directly to Adoption Search any of these forms not complete by the hearing as soon as possible.
5. It is the recommendation of the Dane County Juvenile Court that the State Department refer all searches to the original agency involved in the TPR and/or adoption whenever possible, and that the State Department develop the memorandums of understanding necessary to accomplish this goal.

EXCEPTIONS/COMMENTS

None