
STEPPARENT ADOPTION

LACROSSE COUNTY
PROBATE OFFICE
333 Vine Street
La Crosse, Wi 54601

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

Phone: 608-785-9882

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 CANNOT be filed simultaneously. The rights of the terminating parent must be terminated prior to filing the adoption petition.

- **FORMS:** state mandated forms (listed below) can be found at: www.wicourts.gov

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

- JC-1645 Petition for Adoption – Child/Adult
- 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.
- Mediation and Family Court Services (“agency”) or another agency is required to perform a one-time stepparent screening for the Court prior to the court hearing. Other Agencies that provide screenings are Catholic Charities and Lutheran Social Services.
- You will need to contact the agency to schedule the screening; please cooperate with the social worker. The agency will prepare a written report and file it with the Court; the petitioner will receive a memorandum from the agency. The report is to be filed 10 days prior to the hearing.

STEP TWO: COMPLETE AND FILE PRIOR TO THE HEARING:

- JC-1647 Order for Adoption
- Original Report of Adoption ; 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, it will be your responsibility to obtain the correct “Report of Adoption Form” and provide the Register in Probate with the correct Bureau of Vital Statistics mailing address. It will also be your responsibility to obtain the correct fee information and provide the fee to the Register in Probate at the time of the adoption.