

IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL  
CIRCUIT IN AND FOR SEMINOLE COUNTY, FLORIDA

CASE NO. \_\_\_\_\_ DR \_\_\_\_\_ -05A









\_\_\_\_\_,  
Adoptee,  
\_\_\_\_\_/



















**CASE CHECKLIST**  
**Petition for Adoption of Minor Child by Stepparent or Relative**  
**Under Chapter 63**



The Checklist lists the minimum requirements and may not be all-inclusive for every case. If you have any questions or concerns about your case, you should consult an attorney. The Checklist and instructions provided herein should not be substituted for legal advice from an attorney.

Some forms can be found online at <https://www.flcourts.org/>

**You must complete and file this checklist with the Clerk of Court and file all required documents that pertain to your case prior or submitting a Request for Hearing or Other Action Form.**

Pleadings/Documents/Forms Required	Date of Filing
Cover Sheet for Family Court Cases 12.928  	
Petition for Adoption of Minor Child by a Relative  Joint Petition for Adoption by Stepparent 12.981(b)(1)  	
Notice of Related Cases 12.900(h)  	
Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit 12.902(d)  	

<p>Indian Child Welfare Act Affidavit</p> <p><a href="#">12.981(a)(5)</a>  </p>	
<p>Certified Copy of Birth Certificate of Minor Child</p>	
<p>Consent of Minor Child (if 12 years of age or older)</p> <p><a href="#">12.981(a)(2)</a>  </p>	
<p>Consent and Waiver Executed by Birth Parent(s)**</p> <p><a href="#">12.981(a)(1)</a>  </p>	
<p>Florida Putative Father Registry Search Certificate from Office of Vital Statistics of Department of Health (in all cases where birth father's parental rights are being terminated as result of adoption)</p> <p><a href="#">Motion 12.981(a)(6)</a>  </p> <p><a href="#">Order 12.981 (a)(7)</a>  </p>	
<p>Proposed Final Judgment</p> <p><a href="#">12.981(b)(2)</a>  </p>	
<p>Notice of Hearing (written notice to minor child's birth parent(s), or proof of service of process on minor child's birth parent(s))</p> <p><a href="#">12.923</a>  </p>	
<p><b>** ALTERNATIVES TO CONSENT AND WAIVER BY BIRTH PARENT(S):</b></p>	
<p>Affidavit of Nonpaternity (executed by birth father, if birth parents never married and paternity was not established by court order or valid acknowledgement)</p> <p><a href="#">12.981(a)(3)</a>  </p>	
<p>OR</p>	
<p>Affidavit of Diligent Search (if birth parent's identity is known but his/her location is unknown)</p> <p><a href="#">12.981(a)(4)</a>  </p> <p><u>and</u></p>	

<p>Constructive Service Notice (if diligent search does not reveal birth parent's location)</p> <p>12.913(a)(3)  </p>	
OR	
<p>Certified Copy of Final Judgment Terminating Parental Rights Under Chapter 39 (if birth parent's parental rights were previously terminated)</p>	
OR	
<p>Certified Copy of Death Certificate (if birth parent(s) deceased)</p>	
OR	
<p>Waiver of Consent by the Court (if one of the conditions enumerated in section 63.064 is satisfied)</p>	

Please Note: All completed forms must be returned to the Clerk of the Court located at the Downtown Civil Courthouse or by mail to P.O. Box 819 Sanford, FL 32772 or electronically filed through the Florida State e-Filing Portal ([www.myflcourtagency.com](http://www.myflcourtagency.com)).

Upon completion and filing of this checklist please notify Family Case Management that your file is ready for review by filling out a Request for Hearing or Other Action form <https://fl18.org/req4nca>

The judge assigned to your case may request to see copies of the following at the final hearing: marriage license of the adoptive parents; copies of driver's licenses of the adoptive parents and minor child (if applicable); and copies of social security cards of the adoptive parents and minor child. **Please bring these items with you.**