

STEP-PARENT ADOPTION

****THE CLERK'S OFFICE DOES NOT GIVE REFUNDS ON PACKET FEES OR FILING FEES, AND THEY DO NOT ACCEPT PERSONAL CHECKS – FILING FEES VARY – YOU WILL NEED TO CONTACT THE CLERK IN THE COUNTY IN WHICH YOU ARE FILING****

This packet contains the following forms:

- Civil Cover Sheet
- Petition For Step-Parent Adoption
- Notice of Related Cases
- Disclosure From A Non- Lawyer
- Notice Of Limitations Of Services Provided (both petitioners should sign)
- Uniform Child Custody Jurisdiction Enforcement Act Affidavit – (called UCCJEA)
- Indian Child Welfare Act Affidavit (Must Be Completed)
- Motion for Search of Putative Father Registry
- Application to Search Putative Father Registry
- Order to Search Putative Father Registry
- Consent of Adoptee (if child is over 12 years, this Consent is required)
- Consent of Biological Parent
- Certified Statement of Final Decree

**You must also provide the following:

- Copy of the Child's Birth Certificate
- Copy of your Florida Driver's License or Florida ID card
- Three (3) regular business size envelopes with stamps, UNADDRESSED

INSTRUCTIONS:

- ✓ Complete the packet
- ✓ Gather the birth certificate, your identification, and the envelopes
- ✓ Give all of these items to the Clerk with the filing fee
- ✓ Wait at least **two weeks** to hear from the Case Manager in the Family Law Court Staff office (separate from the Clerk's office). If you do not hear from the Case Manager within two weeks, please contact one of the case managers listed below either by telephone or by email.

Note: Case Managers cannot help you complete the packet.

David L. Holland, 850-747-5497 or hollandd@jud14.flcourts.org
Family Court Manager

Trish Riemer, 850-747-5247 or riemert@jud14.flcourts.org
Case Manager – Bay County

Jennifer D. Williams, 850-747-5623 or williamsj@jud14.flcourts.org
Case Manager – Bay County

Cary Godwin, 850-718-0480 or godwinc@jud14.flcourts.org
Case Manager – Calhoun, Gulf, Holmes, Jackson, and Washington Counties