

STEPPARENT ADOPTION (ADULT)

This checklist is designed to help persons seeking to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only. It is not guaranteed that either the instructions or the forms will achieve the result desired by the parties. It is not ensured that any individual judge will follow the procedures exactly or accept each form drafted. Any person using these instructions and forms does so at their own risk.

Please note, the Family Court Case Management Self-Help Office provides procedural information and cannot give legal advice.

All forms listed below can be found at www.flcourts.org under Self Help, Family Law Forms, unless otherwise noted.

- **Petition for Adoption of Adult by Stepparent** - Form 12.981(c)(1) Please read all directions and complete the petition *entirely*.
- **Designation of Current Mailing and E-Mail Address-** Form 12.915
- **Cover Sheet for Family Court Cases** - Form 12.928
- **Notice of Related Cases** - Form 12.900(h)
- **Stepparent Adoption: Consent of Adoptee** Form 12.981(a)(2)
- **Stepparent Adoption: Consent of Adult Adoptee's Spouse** Form 12.981(c)(2) – Required if the adult adoptee is married.
- **Marriage Certificate to the Adoptee's Parent**
- **Certified Copy of Adoptee's Birth Certificate**

Additional Forms: Disclosure from Nonlawyer – Form 12.900(a)

SERVICE OF PROCESS OR PROOF OF NOTICE OF ADOPTION PROCEEDINGS ON THE NATURAL PARENT(S) IS REQUIRED.

FOR GENERAL INFORMATION ABOUT THE DIFFERENT TYPES OF SERVICE OF PROCESS OR INFORMATION REGARDING THE STEPS INVOLVED WITH SERVING THE OTHER PARTY, REFER TO THE [SERVICE OF PROCESS](http://www.flcourts.org) INFORMATIONAL DOCUMENT LOCATED ON [WWW.CIRCUITS.ORG](http://www.circuits.org). ADDITIONAL INFORMATION IS PROVIDED ON THE GENERAL INFORMATION FOR SELF-REPRESENTED LITIGANTS DOCUMENT LOCATED ON [WWW.FLCOURTS.ORG](http://www.flcourts.org).

Personal Service

- **Summons: Personal Service on an Individual** - Form 12.910(a)
- **Process Service Memorandum-** Form 12.910(b)

Constructive Service

****MUST** attempt Personal Service at respondent's last known address **BEFORE** proceeding with this type of service**
This is a complicated area of the law and you may want to consult with an attorney before using constructive service.

- **Affidavit of Diligent Search** - Form 12.913(c) – Attach all supporting documentation.
- **Notice of Action for Termination of Parental Rights and Stepparent Adoption** Form 12.913(a)(3) – Read instructions thoroughly. Publication is required.