

INSTRUCTIONS FOR FILING AN ADULT STEPPARENT ADOPTION

This packet should be used when a stepparent is adopting his or her **spouse's adult** child. You must obtain the written consent of the adult child to be adopted, as well as the written consent of his or her spouse (if married). A filing fee of \$401.00 is payable to the Brevard County Clerk of Courts by cash, check, cashier's check, money order, debit card, American Express, Discover, Master Card or Visa.

Procedure:

1. Complete the Petition for Adoption of Adult by Stepparent, [Florida Supreme Court form 12.981(c)(1)], and attach a certified copy of the minor child's birth certificate, the Consent of Adult Adoptee, [Florida Supreme Court form 12.981(a)(2)], the Consent of Adult Adoptee's Spouse, [Florida Supreme Court form 12.981(c)(2)], Notice of Related Cases [Florida Supreme Court form 12.900(h)], and the Civil Cover Sheet, [form Law 181]. If you are also changing your name, you will need to read Law 1115 – Notice to Name Change Petitioner. *Do not leave any line blank. If a line does not apply put N/A.*
2. Once the above forms are completed and notarized, make 1 copy of each form and retain them for your records.
3. Complete the Final Judgment of Stepparent Adoption, [Florida Supreme Court form 12.891(b)(2)] and the Certified Statement of Final Decree of Adoption, [form HRS 527]. Also, make 1 additional copy of the completed Final Judgment.
4. File **ALL** originals with the Clerk of Court along with your filing fee. You may submit the paperwork either by U.S. mail to P. O. Box 219, Titusville, FL 32781-0219 or by visiting one of the following Clerk of Courts locations:

NORTH BREVARD SERVICE COMPLEX

400 South Street, 2nd Floor
Titusville, Florida

MELBOURNE COURTHOUSE

51 S. Nieman Avenue
Melbourne, Florida

MOORE JUSTICE CENTER

Viera Complex
2825 Judge Fran Jamieson Way
Viera, Florida

MERRITT ISLAND OFFICE

2575 North Courtenay Parkway
Room 129
Merritt Island, FL

PALM BAY OFFICE

450 Cogan Drive S. E.
Palm Bay, FL

5. The Judge assigned to your case will be reflected on your filing fee receipt or you may contact the Clerk of Court to determine this information.
6. Contact the assigned judge's office and set the hearing for an adult stepparent adoption.
7. Complete the Notice of hearing – General, (Florida Supreme Court form 12.923). Make 2 copies of this completed form. Retain one copy for your records.

8. Mail the second copy of the completed Notice of Hearing to the non-custodial birthparent(s) by certified mail, return receipt requested. File the return receipt with the Clerk of Court when you receive it back or bring it with you to the hearing.
9. File the original completed Notice of Hearing with the Clerk of Court.
10. Attend the hearing.

If you would like to have someone notarize or look over the completed forms before you file them, contact the Family Pro Se Coordinator at 321-617-7254 or email prosecordinator@brevardclerk.us to set an appointment.