

REQUIRED ORDERS & FORMS FOR ENTRY OF FINAL DECREE/ORDERS & UNCONTESTED MATTERS for 309th COURT CASES Revised

WAIVER/AGREED DIVORCE -NO CHILDREN

- *Waiver of Citation/Answer/MSA on file
- *Prove-Up/Testimony Affidavit
- *Divorce Decree (*w/all parties' signatures, if applicable*)
- *BVS 165 (*Information on Suit Affecting the Family Relationship*)

WAIVER/AGREED DIVORCE W/CHILDREN/SAPCR's

- *Waiver of Citation/Answer/MSA on file
- *Prove-Up/Testimony Affidavit
- *Divorce Decree/Agreed Order (*w/all parties' signatures, if applicable*)
- *Employers Order to Withhold Wages/Income Withholding for Support (*if applicable*)
- *BVS 165 (*Information on Suit Affecting the Family Relationship*)
- *Record of Support Order
- *Medical Child Support Order (*if applicable*)

DEFAULT DIVORCES, SAPCR's, PATERNITY, CUSTODY, MODIFICATIONS

- *Check file for proof of service return (citation) – (**Must be imaged & be on file 10 days**)
- *Decree/Judgment
- *Employer's Order to Withhold Wages/Income Withholding for Support (*if applicable*)
- *Non-Military Affidavit (*required*)
- *Certificate of Last Known Address (*required*)
- *BVS 165 (*Information on Suit Affecting the Family Relationship - required*)
- *Record of Support Order (*required if there is child or medical support*)
- *Inventory & Appraisement (***Divorces Only***)

CHANGE OF NAMES

For Adults:

- *Criminal Record (**CHFF**) run through the Crime Records Division (DPS) in Austin or FBI (must include fingerprints)
- *Color Copy of Valid State Picture I.D. (*front & back*)
- *Prove-Up/Testimony Affidavit
- *Fingerprint Card on File w/Petition
- *Order Granting Change of Name (*Signed by Petitioner & Attorney, if applicable*)

Name Changes Continued on Next Page

For Children:

- *Both parents must file a Prove-Up/Testimony Affidavit (*if both are Petitioners*)
- *Color Copy of Valid State Picture I.D. for both (*front & back*)
- *Color Copy of Original Birth Certificate (*if not in English must be professionally translated*)
- *Child's Consent to Name Change Form (*only if minor is over 10 years old*)
- *Waiver of Citation/Service (*if applicable*)
- *Order Granting Change of Name (*Signed by both parents and attorney*)
- *BVS 165 (*Information on Suit Affecting the Family Relationship – Sections 1 & 3*)

ADOPTION/TERMINATIONS:

- *Final Order Granting Adoption and Termination
- *Confidential Copy Request Order
- *BVS 160 (*Certificate of Adoption for each child*)
- *BVS 165 (*Information on Suit Affecting the Family Relationship*) (**for Cases w/Termination only**)

ADULT ADOPTIONS

- *Final Order Granting Adult Adoption (*Signed by All Parties*)
- *Prove-Up/Testimony Affidavit
- *Color Copy of Valid State Picture I.D. (*front & back*) (*if Pro-se Litigant*)
- *No BVS 160 is necessary
- *Criminal Background needed if Name Change is being requested

***** If child support was established by an Attorney General IV-D case, a certified copy of the Judgment is necessary and must be referenced and attached to the Decree.*****

***** ATTORNEY'S MUST ELECTRONICALLY FILE ALL OF THEIR DOCUMENTS BEFORE THE JUDGE WILL CONSIDER THE CASE BY SUBMISSION. SELF REPRESENTING LITIGANTS MAY FILE IN PERSON (the 24 hour Drop Box is located outside 201 Caroline), ELECTRONICALLY (via www.efiletexas.gov), or BY MAIL*****

