

# Child Name Change

(Filed by nonparent conservator and parent served)

Use these instructions & forms if:

- you are the child's nonparent conservator; the child's parent(s) (whose parental rights have not been terminated) *or* the child's legal guardian will **not agree** to the name change and will not sign the necessary court forms.

This packet includes:

1. Instructions for a Child Name Change
2. Petition for Name Change by Nonparent Conservator
3. Child's Consent to Name Change
4. Civil Case Information Sheet
5. Statement of Inability to Afford Payment of Court Costs
6. Information on Suit Affecting the Family Relationship.
7. Waiver of Service Only (Specific Waiver)
8. Respondent's Answer (Set D)
9. Order to Change the Name of Child

Note: You may not need all of the forms listed or you may need additional forms. Get more information at [www.TexasLawHelp.org](http://www.TexasLawHelp.org). Talk to a lawyer if you have questions.

## Instructions and Forms for Child Name Change - Nonparent Conservator Will File - Parents, Other Conservators, or Legal Guardians Will Be Served

These instructions explain the basic steps for a nonparent conservator to ask a court to change a child's name when the child has parents, another conservator, or legal guardian who will not agree to sign the necessary court papers. Each step includes a link to the form or forms needed for that step.

**Use these instructions if you are the child's non-parent conservator and the child has:**

- a living parent or parents whose parental rights have not been terminated who will **not agree** to the name change and sign the necessary court forms, or
- a court appointed conservator or legal guardian who will **not agree** to the name change and sign the necessary court forms.

**Have you read the Frequently Asked Questions?** These instructions are part of this TexasLawHelp.org toolkit: [I want to change my child's name](#) [1]. Before getting started, it's important to read the answers to **Frequently Asked Questions** included in the Toolkit.

**Do you need help finding the right instructions?** Use our [\[2\]Ask a Question](#) [2] tool to chat with a lawyer or law student online.

**WARNING!** These basic instructions provide general information, not legal advice. It's a good idea to talk with a lawyer about your particular situation.

A lawyer is trained to protect your legal rights. Even if you decide to represent yourself, try to talk to a lawyer about your case before filing anything. You can hire a lawyer just to review your forms. This is called "limited scope representation." You may also be able to talk with a lawyer for free at a legal clinic. If you need help finding a lawyer, you can:

- Contact your [local lawyer referral service](#) [3].
- Use our [Legal Help Finder](#) [4] tool.
- Check our [Legal Clinic Calendar](#) [5].

**You can print these instructions to use as a checklist.**

## Step 1: Fill out the court forms.

Fill out the following starting forms:

- [Petition to Change the Name of a Child \(Set D\) \(Petition\) form](#) [6].

This form asks the judge to change a child's name that you are a conservator of. You must sign this form under penalty of [perjury](#) [7]. This means it is a crime to lie on this form.

Print your answers using blue or black ink. Do not leave blanks. Talk with a lawyer if you have questions or need help.

Note: The Petition asks for your address. Each respondent will get a copy of your Petition. If you are concerned about a respondent knowing your address, call the Family Violence Legal Line at (800) 374-4673, or **Crime Victims** at (844) 303-7233 for free advice.

## Frequently Asked Questions

- [Who are the petitioner and respondent?](#) [8]
- [What if a parent is dead?](#) [9]
- [What if a parent's parental rights were terminated?](#) [10]
- [What if I can't find the child's parent\(s\), conservator or legal guardian?](#) [11]
- [What if I don't know who the child's parents are?](#) [12]

Fill out these additional starting forms:

- [Civil Case Information Sheet](#) [13]
- [Information on Suit Affecting the Family Relationship](#) [14]

Fill out this additional starting form if the child is 10 years of age or older. Note: If the child is 10 years old or older, you cannot change the child's name without his or her consent.

- [Child's Consent to Name Change \(For Child Age 10 or Older\)](#) [15]

Fill out this additional starting form if you cannot afford to pay the filing fee for your case. Call the district or county clerk's office to learn the filing fee for your case. Learn more here: Court Fees and Fee Waivers.

- [Statement of Inability to Afford Payment of Court Costs or an Appeal Bond](#) [16]

Make copies:

- Make one copy for yourself and one copy for each respondent of your completed [Petition to Change the Name of a Child](#) [6].
- Make one copy for yourself and one copy for each respondent of the [Child's Consent to Name Change \(For Child Age 10 or Older\)](#) [15] if the child is at least 10 years old.

- Make one copy for yourself and one copy for each respondent of the [Statement of Inability to Afford Payment of Court Costs or an Appeal Bond](#) [16] if you are asking the court to waive court costs.
- You do not need copies of the Civil Case Information Sheet or the Information on Suit Affecting the Family Relationship.

Fill out the following ending forms:

- [Order Changing the Name of a Child \(Set D\)](#) [17]

You will ask the judge to sign this Order form to change the child's name. You must fill it out before going to court.

Fill it out completely *except*:

- The date of the judgment;
- Section 1, Appearances (wait to fill this section out until you arrive at the courthouse the day of the hearing);
- Section 2, Record (the Court fills this section out);
- The judge's signature; and
- The judge's name.

**Tip:** It's a good idea to have a family law lawyer review your completed forms. You can hire a lawyer just to review your forms. This is called "limited scope representation." You may also be able to talk with a lawyer for free at a legal clinic. If you need help finding a lawyer, you can:

- Use our [Legal Help Finder](#) [4] to search for a [lawyer referral service](#) [3], legal aid office or self-help center in your area.
- Check our [Legal Clinic Calendar](#) [5] for free legal clinics in your area.
- Use [Ask a Question](#) [2] to chat online with a lawyer or law student.

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## **Step 2: File (turn in) your starting forms.**

File (turn in) your completed Petition and additional starting forms with the district court clerk (or county court clerk, depending on the specific county) in the county where the child lives.

Note: Check with the clerk of the court in the county where the child lives to learn which court in the county hears name change cases. Depending on the county, name changes may be heard in the district court or county court.

- To file your forms online, go to [E-File Texas](#) [18] and follow the instructions.
- To file your forms in person, take the Petition and additional starting forms (and copies) to the district or county clerk's office in the county you determined is the correct county to file for the name change.

**At the clerk's office:**

- Turn in your Petition and other starting forms (and copies). Don't turn in the form for the order yet. You will present the order to the judge when it is time to finish your case.
- Tell the clerk you want to have everyone listed as a respondent served in person. This means a sheriff, constable or private process server will deliver the initial court papers to each respondent in person. (Remember: If every respondent will agree to the name change and to sign the necessary court forms, you do not need to have the respondents served. Follow these instructions instead: [Instructions & Forms for Child Name Change – Nonparent Conservators, Parents, Other Conservator, or Legal Guardian Agree to File Together \(Set E\)](#) [19].
- Pay the filing fee and issuance fee (or file your completed [Statement of Inability to Afford Payment of Court Costs or an Appeal Bond](#) [16] if you cannot afford the fees). You can call the clerk's office ahead of time to learn the amount of fees for your case.
- Ask the clerk if there is a local [standing order](#) [20] that you need to follow or attach to any of your documents.
- Ask the clerk if there are local rules or procedures you need to know about for your case.
- The clerk will write your cause number and court number at the top of the first page of your petition. (Write these numbers at the top of any document you file in your case.)
- The clerk will **file stamp** your copies with the date and time. The clerk will keep the originals and give you back your copies.
- The clerk will print a form called a **citation**. The citation tells each respondent that you have filed for a name change for the child that you are conservator of. The citation also tells each respondent that unless he or she files an answer with the court you will be able to finish your case by default (without the respondent). The clerk will attach the other copy of your petition to the citation. The citation plus a copy of your petition attached to it are the "initial court papers" that must be served on each respondent by a constable, sheriff or private process server. Read Step 3 for instructions.

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**Step 3: Have the child's parents, other conservators, and legal guardians served.**

You must have the child's living parents (whose parental rights have not been terminated), conservators, and legal guardians (each respondent) served with the initial court papers. You cannot serve the initial court papers yourself.

To have the respondents served in person:

- send the initial court papers to a constable, sheriff or private process server in the counties where each respondent lives, or
- include the service fee (call first to learn the fee) or a file-stamped copy of your [Statement of Inability to Afford Payment of Court Costs or an Appeal Bond](#) [16],
- also include a self-addressed and stamped envelope.

The constable, sheriff or private process server will:

- give the initial court papers to each respondent,
- complete a Return of Service form that says when and where each respondent was served,
- send the completed Return of Service to you or the court.

The completed Return of Service is proof that each respondent was served. The child's parents or other conservator or legal guardian will not have to sign anything.

If any Return of Service is sent to you, file it at the clerk's office. Each Return of Service must be on file for at least 10 days before you can finish your case, not counting the day it is filed or the day you go to court to finish your case.

**Note:** Getting each respondent served in person is best. However, there are other ways to get someone served. To learn about more, read: How to Serve the Initial Court Papers. If you have questions, you can use Ask a Question to chat with a lawyer or law student online.

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#### **Step 4: Wait the required waiting periods.**

Wait the waiting periods that apply to your case.

- **20 + day waiting period** – From the day each respondent is served, that respondent must have at least 20 days plus the next Monday at 10:00 a.m. to file an Answer. Find the day each respondent was served on a calendar, count out 20 more days, then go to the next Monday. Each respondent must have until this date to file an answer. If each respondent does not file an answer by this date (and all other requirements have been met) you can finish your case by default without the respondents. Note: Any respondent can file an answer up until the time you finish your case, even if the 20 + day waiting period has

already passed.

- **10 + day waiting period** - The constable, sheriff, or private process server should have completed a Return of Service form stating when each respondent was served. The Return of Service form must be on file with the court for at least 10 days for each respondent before you can finish your case. Important: When counting the 10 day waiting period, do not count the day the Return of Service is filed with the court and do not count the day you go to court to finish your case.

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### **Step 5: Determine if your case can be finished by default.**

Call the clerk's office to find out if any respondent filed an answer.

**Default [21]** means you have the respondents served with the initial court papers and the respondents do not file an answer with the court. If every respondent was served and defaults (does not file an answer with the court), you can finish the case without the respondents.

If any respondent that filed an answer will not agree to sign your Order Changing the Name of a Child, you cannot finish your case by default. Your case is contested. Skip to Step 8.

Remember: It's always best to have a lawyer if your case is contested.

If every respondent that filed an answer will now agree to sign your completed Order Changing the Name of a Child, you can finish your case by agreement with that respondent, with these instructions: [Instructions & Forms for Child Name Change – Nonparent Conservators, Parents, or Legal Guardians Agree to File Together \(Set E\) \[19\]](#). You can also finish the case by default for the other respondents that did not file an answer using the instructions below. Important: Talk with a lawyer if you have questions.

For each respondent that has NOT filed an answer, you CAN finish your case by default as long as all of the following are true.

Each respondent was successfully served by a constable, sheriff or private process server.

A Return of Service form (stating when and where each respondent was served) has been on file with the clerk's office for at least 10 days (not counting the day it was filed or the day you go to court).

The 20 + day waiting period for each respondent to file an answer has passed.

No respondent has filed an answer and does not file an answer before you finish your case. (Remember, any respondent can file an answer up until the time you finish your case, even if the 20 + day waiting period has already passed.)

Any other respondent in your case that DID file an answer signed your proposed Order Changing the Name of a Child form showing he or she agrees to the name change.

If you CAN finish your case by default, fill out these additional forms for each respondent that did not file an answer and make 1 copy of each form:

- Certificate of Last Known Address
  - Military Status Declaration (If your case is filed in Harris County, fill out a Military Status Affidavit instead. Sign it in front of a notary.)
  - Statement of Evidence (only if a respondent was served by Publication)

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#### **Step 6: Get ready for court.**

Call the clerk's office to find out when and where the court hears uncontested name change cases.

Call the clerk's office again the day before you plan to go to court to make sure the respondents still have not filed an answer. If a respondent has filed an answer, you cannot finish your case by default. Skip to Step 8.

You must give testimony to the judge when you go to court to finish your case. This is sometimes called "prove-up" testimony. You will testify about each of the points in your petition form.

Remember, everything you say in court must be true and correct. You can be charged with a crime for lying in court.

Read the article Tips for the Courtroom for more information about going to Court.

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#### **Step 7: Go to court to finish your case.**

Bring these papers to the courthouse on the day you plan to finish your case:



- A file-stamped copy of your Petition to Change the Name of a Child.
- A file-stamped copy of the Return of Service form showing when and where each respondent was served.
- A file-stamped copy of the Child's Consent to Name Change (if applicable).
- A proposed Order Changing the Name of a Child completely filled out and signed by you.
- A completed Certificate of Last Known Address form for each respondent that did not file an answer and 1 copy.
- A completed Declaration of Military Status (or Affidavit of Military Status) for each respondent that did not file answer and 1 copy.
- If a respondent was served by publication, a completed Statement of the Evidence for that respondent and the lawyer you hired to serve as attorney ad litem for the respondent.

When you get to the courthouse, go to the clerk's office.

- Ask the clerk to check one more time to see if a respondent that did not file an answer has now filed an answer. If a respondent has now filed an answer, you will not be able to finish your case by default. Skip to Step 8.
- Tell the clerk you are there and give the clerk your paperwork.
- File the Certificate of Last Known Address and the Declaration of Military Status (or Affidavit of Military Status) for each respondent that did not file an answer. Ask the clerk to file stamp your copy of each form. Bring a file-stamped copy of each form with you to court.

Go to the courtroom and wait until the judge calls your case.

- When the judge calls your case, walk to the front of the courtroom and stand in front of the judge's bench. The judge will ask you to raise your right hand and swear to tell the truth. Tell the judge that you are asking the court to change the child's name. Be prepared to quickly tell the judge why you think changing the child's name is in the child's best interest.
- The judge will listen to what you say and review your forms. If everything is in order and the judge agrees that changing the child's name would be in the child's best interest, the judge will sign your Order Changing the Name of a Child. To finish your case by default, skip to Step 9.

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**Step 8: Finish your contested case.**

To finish a **contested** case, you must set a contested final hearing. You must give the respondent that filed an answer at least 45 days' notice of the final hearing. Follow the contested hearing steps below if your case is contested:

**Step 1:** Print a Notice of Final Hearing form: [Notice of Final Hearing \(Any Family Case\)](#) [22]

**Step 2:** Learn when the judge schedules contested final hearings. Call the clerk's office to learn what days and times the judge in your county schedules contested final hearings. It will help you to know your options before moving to Contested Hearing Step.

**Step 3:** Talk to the other side (if possible). In most counties, you must make a reasonable effort to talk with the other side and agree on a final hearing date. If the other side has a lawyer, talk with the lawyer.

If the other side will not agree to a hearing date, that's okay. You just have to make a reasonable effort.

Important! If you are concerned about your safety, call the Family Violence Legal Line at (800) 374-4673 or [Crime Victims](#) [23] at (844) 303-7233 for free advice before talking with the other side.

WARNING! If a judge has signed a Protective Order ordering you not to contact the other side, do not violate that order. Talk with a lawyer about your options.

**Step 4:** Schedule the final hearing.

Call the clerk's office. Tell the clerk you want to set your case for a contested final hearing. Ask for a hearing date that is at least 60 days away. (Remember, the other side must receive a copy of your Notice of Final Hearing form at least 45 days before the date of the final hearing.) Be prepared to tell the clerk how much time you think the hearing will take for both you and the other side. Talk with a lawyer about how much time to estimate for your hearing. The judge will usually limit you to your estimated time.

The clerk will give you a date and time for the hearing.

**Step 5:** Fill out the [Notice of Final Hearing](#) [22] form. Fill out the form completely in blue or black ink and sign it. Remember to:

- write in the date and time of the hearing,
- write in the full physical address of the court where the hearing will be held,
- write in how much time you estimate the hearing will take for both you and the other side,
- fill out and sign the Certificate of Service, and
- sign the Certificate of Conference if you made a "reasonable effort" to talk with the other side about the hearing date.

Note: The Notice of Final Hearing asks for your address. The other side will get a copy of this form. If you are concerned about the other side knowing your address, call the Family Violence Legal Line at 1-800-374-4673 for free advice.

**Step 6:** Make copies of the [Notice of Final Hearing](#) [22] form. Make a copy of your completed Notice of Final Hearing form for each person named as a party in your case, including yourself.

**Step 7:** File the [Notice of Final Hearing](#) [22] form.

File (turn-in) your completed Notice of Final Hearing form (and copies) at the clerk's office.

The clerk will "file-stamp" your forms with the date and time and return the copies to you.

Tell the clerk if you want a sheriff, constable or private process server to serve the Notice of Final Hearing on the other side.

Tip: Ask the clerk if there are local rules or procedures that apply to your case. For example you may need to file pretrial forms or attend mediation before you can finish your case. Each county has different rules.

**Step 8:** Send a file-stamped copy of the Notice of Final Hearing to the other side. You must send a file-stamped copy of the Notice of Final Hearing to each person (or agency) named as a party in your case. If the other side has a lawyer, send it to the lawyer. Send the Notice of Final Hearing by:

- **Constable, sheriff or private process server.** (This is best, if the other side doesn't have a lawyer). If you arranged for a constable, sheriff or private process server to serve the Notice of Final Hearing, the officer will fill out and sign a Return of Service form. Make a copy of the Return of Service form and file the original at the clerk's office. Ask the clerk to "file-stamp" your copy. This is your proof.
- **Certified mail, return receipt requested and regular mail.** If you sent the Notice of Final Hearing by certified mail, return receipt requested, keep the white receipt as proof that you mailed it. Keep the green return receipt card as proof that the other party received it. The green card should be signed by the other party. The white receipt and green card are your proof.
- **Fax.** If you sent the Notice of Final Hearing by fax, the fax confirmation page is your proof;
- **Email.** If you sent the Notice of Final Hearing by email, print the email, and any emails you receive in response from the other party. The emails are your proof.
- **commercial delivery service** (such as FedEx or UPS). If you sent the Notice of Final Hearing by commercial delivery (such as FedEx or UPS), the receipt signed by the commercial delivery service is your proof.

**Step 9:** Get ready for court.

Talk with a lawyer to learn how to get ready for your contested hearing. You must give testimony to the judge when you go to court to finish your case. You will testify about each of the points in your petition form. Remember, everything you say in court must be true and correct. You can be charged with a crime for lying in court.

Read the article [Tips for the Courtroom](#) [24] for more information about going to court.

Every hearing is different. Remember: It's always best to have a lawyer if your case is contested.

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### **Step 9: File (turn in) the signed Order.**

After the judge signs the Order Changing the Name of a Child, go back to the clerk's office.

File (turn in) the Order Changing the Name of a Child signed by the judge. Your case is **not** final until you do so.

Get at least five certified copies of the Order Changing the Name of a Child signed by the judge from the clerk while you are there. The clerk will charge a fee for the certified copies. You will need certified copies of the Order to change the child's name on the child's social security card, birth certificate, passport, school records, etc. Each agency will want a certified copy of the order to keep. You will also want a certified copy of the order for your records.

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### **Step 10: After your case is finished.**

You are responsible for notifying the appropriate agencies of the child's new name. Take a certified copy of the **Order Changing Name of a Child** to the following agencies:

- Your local [Social Security Administration](#) [25] (SSA) office to change the child's social security card.
- Contact the [U.S. State Department](#) [26] to change the name on the child's passport.
- The [Texas Department of State Health Services, Vital Statistics Unit](#) [27] to change the child's birth certificate (see the [Department's Birth and Death Amendments forms](#) [28]).
  - If the child was born in another state, contact the vital statistics office in that state.
- To change the child's school records, take a certified copy of the order to the child's school.

Each agency will want a certified copy of the order to keep. You will also want a certified copy of the order for your records.

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© TexasLawHelp.org - Source URL: <https://texaslawhelp.org/checklist/instructions-and-forms-child-name-change-nonparent-conservator-will-file-parents-other-conservators>

### Links

- [1] <https://texaslawhelp.org/toolkit/i-want-change-my-childs-name>
- [2] <https://texaslawhelp.org/ask-question>
- [3] <https://texaslawhelp.org/node/85>
- [4] <https://texaslawhelp.org/legal-help/legal-help-finder>
- [5] <https://texaslawhelp.org/legal-clinic-calendar>
- [6] <https://texaslawhelp.org/form/petition-change-name-child-nonparent-or-guardian-other-conservator-or-legal-guardian-will-be-served>
- [7] <https://statutes.capitol.texas.gov/Docs/PE/htm/PE.37.htm>
- [8] <https://texaslawhelp.org/faq/who-%E2%80%9Cpetitioner%E2%80%9D-and-who-%E2%80%9Crespondent%E2%80%9D-childs-name-change-case>
- [9] [https://texaslawhelp.org/faq/what-if-i-want-change-last name-child-whose-parent-dead](https://texaslawhelp.org/faq/what-if-i-want-change-last-name-child-whose-parent-dead)
- [10] <https://texaslawhelp.org/faq/i-want-change-childs-name-and-parent%E2%80%99s-parental-rights-were-terminated>
- [11] <https://texaslawhelp.org/faq/i-want-change-childs-name-can%E2%80%99t-find-child%E2%80%99s-parents-conservators-or-legal-guardian>
- [12] <https://texaslawhelp.org/faq/i-don%E2%80%99t-know-identity-parents-child-whose-name-i-want-change>
- [13] <https://texaslawhelp.org/form/civil-case-information-sheet>
- [14] <https://texaslawhelp.org/form/information-suit-affecting-family-relationship-excluding-adoptions>
- [15] <https://texaslawhelp.org/form/chlds-consent-name-change-one-parent-filing-other-parent-dead-or-rights-terminated>
- [16] <https://texaslawhelp.org/form/statement-inability-afford-payment-court-costs-or-appeal-bond>
- [17] <https://texaslawhelp.org/form/order-changing-name-child-nonparent-filing-respondent-served>
- [18] <https://efile.txcourts.gov/ofswb>
- [19] <https://texaslawhelp.org/checklist/instructions-and-forms-child-name-change-nonparent-conservator-parents-other-conservator-or-legal>
- [20] <https://texaslawhelp.org/article/standing-orders>
- [21] <https://texaslawhelp.org/article/how-set-aside-default-judgment#toc-2>
- [22] <https://texaslawhelp.org/form/notice-final-hearing-sapcr/modification/paternity/name-change>
- [23] <https://texaslawhelp.org/node/430>
- [24] <https://texaslawhelp.org/article/tips-courtroom>
- [25] <https://www.ssa.gov/>
- [26] <https://travel.state.gov/content/passports/en/passports.html>

Cause Number: \_\_\_\_\_

In the Matter of the Name Change of:

In the \_\_\_\_\_

☐ District Court ☐ County Court at Law

\_\_\_\_\_  
(Print the child's current name - first, middle, last.)

\_\_\_\_\_  
County, Texas

A Child

## Petition to Change the Name of a Child

### 1. Discovery Level

The discovery level in this case, if needed, is Level 2.

### 2. Petitioner

My name is: \_\_\_\_\_  
First Middle Last

I am the **Petitioner**, the person asking the Court to change the name of a child.

The last three numbers of Petitioner's driver's license number are: \_\_\_\_\_.  
Petitioner's driver's license was issued in (state) \_\_\_\_\_.

**Or** ☐ I do not have a driver's license.

The last three numbers of my social security number are: \_\_\_\_\_.  
**Or** ☐ I do not have a social security number.

I am the child's: (Check one.)

☐ Nonparent Managing Conservator or

☐ Legal Guardian.

### 3. Respondent A – Child's Parent (Check a or b.)

a. ☐ Respondent A is the child's parent. The child's parent's name is:

\_\_\_\_\_  
Print full name of the child's parent.

Respondent A (the child's parent) is the child's:

(Check one.)

☐ Managing Conservator

☐ Possessory Conservator

☐ Neither. No conservatorship order is in place between the parent and the child.

(Check one.)

☐ I think Respondent A will sign a Waiver of Service (or Answer).

☐ I will have a sheriff, constable, process server, or clerk serve Respondent A with this Petition to Change the Name of a Child at this address:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

If this is a work address, name of business: \_\_\_\_\_

I ask the clerk to issue Citation of Service (the form necessary to provide legal notice to Respondent A by "Official Service of Process"). I understand that I will need to pay the fee (or file a Statement of Inability to Afford Payment of Court Costs form to show the Court that I am unable to pay the fee) and arrange for service.

- ☐ I cannot find Respondent A. I ask that Respondent A be served by publication. I understand I must file an Affidavit for Citation by Publication and hire a lawyer to serve as attorney ad litem for Respondent A.

- b. ☐ There is no Respondent A because: *(Check one.)*
- ☐ the child's parent is dead. *(Attach a copy of the death certificate.)*
  - ☐ the child's parent's parental rights have been terminated by court order. *(Attach a copy of the court order of termination.)*

#### 4. Respondent B – Child's Parent *(Check a or b.)*

- a. ☐ Respondent B is the child's parent. The child's parent's name is:

\_\_\_\_\_  
*Print full name of the child's parent.*

Respondent B (the child's parent) is the child's:

*(Check one.)*

- ☐ Managing Conservator
- ☐ Possessory Conservator
- ☐ Neither. No conservatorship order is in place between the parent and the child.

*(Check one.)*

- ☐ I think Respondent B will sign a Waiver of Service (or Answer).
- ☐ I will have a sheriff, constable, process server, or clerk serve Respondent B with this Petition to Change the Name of a Child at this address:

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip*

If this is a work address, name of business: \_\_\_\_\_

I ask the clerk to issue Citation of Service (the form necessary to provide legal notice to Respondent B by "Official Service of Process"). I understand that I will need to pay the fee (or file a Statement of Inability to Afford Payment of Court Costs form to show the Court that I am unable to pay the fee) and arrange for service.

- ☐ I cannot find Respondent B. I ask that Respondent B be served by publication. I understand I must file an Affidavit for Citation by Publication and hire a lawyer to serve as attorney ad litem for Respondent B.

- b. ☐ There is no Respondent B because: *(Check one.)*
- ☐ the child's parent is dead. *(Attach a copy of the death certificate.)*
  - ☐ the child's parent's parental rights have been terminated by court order. *(Attach a copy of the court order of termination.)*

#### 5. Respondent C – Other Person with Legal Relationship *(Check a or b.)*

- a. ☐ Respondent C's name is: \_\_\_\_\_

*Print Respondent C's full name.*

Respondent C is the child's *(Check one.)*

- ☐ Nonparent Managing Conservator or

☐ Legal Guardian

(Check one.)

☐ I think Respondent C will sign a Waiver of Service (or Answer).

☐ I will have a sheriff, constable, process server, or clerk serve Respondent C with this Petition to Change the Name of a Child at this address:

---

Street Address

City

State

Zip

I ask the clerk to issue Citation of Service (the form necessary to provide legal notice to Respondent C by "Official Service of Process"). I understand that I will need to pay the fee (or file a Statement of Inability to Afford Payment of Court Costs form to show the Court that I am unable to pay the fee) and arrange for service.

☐ I cannot find Respondent C. I ask that Respondent C be served by publication. I understand I must file an Affidavit for Citation by Publication and hire a lawyer to serve as attorney ad litem for Respondent C.

b. ☐ There is no Respondent C. No other person has a legal relationship with the child.

## 6. Respondent D – Other Person with Legal Relationship (Check a or b.)

a. ☐ Respondent D's name is: \_\_\_\_\_  
Print Respondent C's full name.

Respondent D is the child's (Check one.)

☐ Nonparent Managing Conservator or

☐ Legal Guardian

(Check one.)

☐ I think Respondent D will sign a Waiver of Service (or Answer).

☐ I will have a sheriff, constable, process server, or clerk serve Respondent D with this Petition to Change the Name of a Child at this address:

---

Street Address

City

State

Zip

I ask the clerk to issue Citation of Service (the form necessary to provide legal notice to Respondent D by "Official Service of Process"). I understand that I will need to pay the fee (or file a Statement of Inability to Afford Payment of Court Costs form to show the Court that I am unable to pay the fee) and arrange for service.

☐ I cannot find Respondent D. I ask that Respondent D be served by publication. I understand I must file an Affidavit for Citation by Publication and hire a lawyer to serve as attorney ad litem for Respondent D.

b. ☐ There is no Respondent D. No other person has a legal relationship with the child.

## 7. Respondent E – Other Person with Legal Relationship (Check a or b.)

a. ☐ Respondent E's name is: \_\_\_\_\_  
Print Respondent C's full name.

Respondent E is the child's (Check one.)

☐ Nonparent Managing Conservator or

☐ Legal Guardian

(Check one.)

☐ I think Respondent E will sign a Waiver of Service (or Answer).



☐ I will have a sheriff, constable, process server, or clerk serve Respondent E with this Petition to Change the Name of a Child at this address:

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip*

I ask the clerk to issue Citation of Service (the form necessary to provide legal notice to Respondent E by "Official Service of Process"). I understand that I will need to pay the fee (or file a Statement of Inability to Afford Payment of Court Costs form to show the Court that I am unable to pay the fee) and arrange for service.

☐ I cannot find Respondent E. I ask that Respondent E be served by publication. I understand I must file an Affidavit for Citation by Publication and hire a lawyer to serve as attorney ad litem for Respondent E.

- b. ☐ There is no Respondent E. No other person has a legal relationship with the child. No other person has a legal relationship with the child.

## 8. Child's Information

The child's information is as follows:

a. Child's Current name: \_\_\_\_\_  
*First Middle Last*

b. Home Address: \_\_\_\_\_ County: \_\_\_\_\_

c. Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **or** ☐ The child does not have a Social Security #.

d. Birth date: \_\_\_\_\_  
*Month / Day / Year*

e. Place of birth: \_\_\_\_\_  
*City State Country*

f. Consent by Child (*Check one.*)

☐ Child is younger than 10 years old. Consent is not required.

☐ Child is 10 years old or older and has consented in writing to this name change.

g. Sex Offender Registration (*Check one.*)

☐ The child **is not** required to register as a sex offender.

☐ The child **is** required to register as a sex offender. Proof that the child has notified local law enforcement of the proposed name change is attached to this Petition. The requested name change is in the best interest of the public.

h. Are there any court orders about the child already in place? (*Check one.*)

☐ There are no court orders regarding the child.

☐ A court made orders involving the child in the following case:

Case/Cause Number \_\_\_\_\_ in \_\_\_\_\_  
*County State*

Case type: \_\_\_\_\_  
*Print the case type (custody, support, divorce, paternity, etc.)*

## 9. Name Change Request

a. I ask the Court to change the child's name to:

\_\_\_\_\_  
*First*

\_\_\_\_\_  
*Middle*

\_\_\_\_\_  
*Last*

b. I want to change the child's name because:

\_\_\_\_\_

\_\_\_\_\_

c. I believe the requested name change is in the child's best interest.

### 10. Request for Judgment

I ask the Court to order the child's name changed as requested above. I ask for general relief.

Respectfully submitted,



\_\_\_\_\_  
*Your Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Your Printed Name*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip*

*Email Address:* \_\_\_\_\_

\_\_\_\_\_  
*Fax #*  
*(if any)*

### 11. Petitioner's Declaration Under Penalty of Perjury

My name is:\_\_\_\_\_. My date of birth is\_\_\_\_\_.

My address is: \_\_\_\_\_.

My email address is\_\_\_\_\_. My phone number is:\_\_\_\_\_.

**I declare under penalty of perjury that all information in this Petition to Change the Name of a Child is true and correct.**

Completed and formally signed on \_\_\_\_\_ in \_\_\_\_\_ County,



\_\_\_\_\_  
*Your Signature*

Cause Number: \_\_\_\_\_

In the Matter of the Name Change of:

In the \_\_\_\_\_

☐ District Court ☐ County Court at Law

\_\_\_\_\_  
*Print the child's current name - first, middle, last.*

\_\_\_\_\_ County, Texas

A Child

**Child's Consent to Change Name**  
**(For Child Age 10 or Older)**

*Print your answers*

1. My name is \_\_\_\_\_  
*first middle last*

2. My age is \_\_\_\_\_

3. The name change is for me.

4. I want my name changed to

\_\_\_\_\_  
*First middle last*

Child **prints** his/her current name here: \_\_\_\_\_



\_\_\_\_\_  
Child **signs** here

\_\_\_\_\_  
Date the child signed

# CIVIL CASE INFORMATION SHEET

CAUSE NUMBER (FOR CLERK USE ONLY): \_\_\_\_\_ COURT (FOR CLERK USE ONLY): \_\_\_\_\_

STYLED \_\_\_\_\_  
(e.g., John Smith v. All American Insurance Co; In re Mary Ann Jones; In the Matter of the Estate of George Jackson)

A civil case information sheet must be completed and submitted when an original petition or application is filed to initiate a new civil, family law, probate, or mental health case or when a post-judgment petition for modification or motion for enforcement is filed in a family law case. The information should be the best available at the time of filing. This sheet, approved by the Texas Judicial Council, is intended to collect information that will be used for statistical purposes only. It neither replaces nor supplements the filings or service of pleading or other documents as required by law or rule. The sheet does not constitute a discovery request, response, or supplementation, and it is not admissible at trial.

1. Contact information for person completing case information sheet:		Names of parties in case:		Person or entity completing sheet is:	
Name: _____  Address: _____  City/State/Zip: _____  Signature: _____	Email: _____  Telephone: _____  Fax: _____  State Bar No: _____	Plaintiff(s)/Petitioner(s): _____  Defendant(s)/Respondent(s): _____  _____	<input type="checkbox"/> Attorney for Plaintiff/Petitioner <input type="checkbox"/> <i>Pro Se</i> Plaintiff/Petitioner <input type="checkbox"/> Title IV-D Agency <input type="checkbox"/> Other: _____  Additional Parties in Child Support Case:  Custodial Parent: _____  Non-Custodial Parent: _____  Presumed Father: _____		
[Attach additional page as necessary to list all parties]					
2. Indicate case type, or identify the most important issue in the case (select only 1):					
<i>Civil</i>			<i>Family Law</i>		
Contract	Injury or Damage	Real Property	Marriage Relationship	Post-judgment Actions (non-Title IV-D)	
<i>Debt/Contract</i> <input type="checkbox"/> Consumer/DTPA <input type="checkbox"/> Debt/Contract <input type="checkbox"/> Fraud/Misrepresentation <input type="checkbox"/> Other Debt/Contract: _____  <i>Foreclosure</i> <input type="checkbox"/> Home Equity—Expedited <input type="checkbox"/> Other Foreclosure <input type="checkbox"/> Franchise <input type="checkbox"/> Insurance <input type="checkbox"/> Landlord/Tenant <input type="checkbox"/> Non-Competition <input type="checkbox"/> Partnership <input type="checkbox"/> Other Contract: _____	<input type="checkbox"/> Assault/Battery <input type="checkbox"/> Construction <input type="checkbox"/> Defamation <i>Malpractice</i> <input type="checkbox"/> Accounting <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Other Professional Liability: _____  <input type="checkbox"/> Motor Vehicle Accident <input type="checkbox"/> Premises <i>Product Liability</i> <input type="checkbox"/> Asbestos/Silica <input type="checkbox"/> Other Product Liability List Product: _____  <input type="checkbox"/> Other Injury or Damage: _____	<input type="checkbox"/> Eminent Domain/Condemnation <input type="checkbox"/> Partition <input type="checkbox"/> Quiet Title <input type="checkbox"/> Trespass to Try Title <input type="checkbox"/> Other Property: _____  <div style="text-align: center; padding: 5px;"><b>Related to Criminal Matters</b></div> <input type="checkbox"/> Expunction <input type="checkbox"/> Judgment Nisi <input type="checkbox"/> Non-Disclosure <input type="checkbox"/> Seizure/Forfeiture <input type="checkbox"/> Writ of Habeas Corpus—Pre-indictment <input type="checkbox"/> Other: _____	<input type="checkbox"/> Annulment <input type="checkbox"/> Declare Marriage Void <i>Divorce</i> <input type="checkbox"/> With Children <input type="checkbox"/> No Children  <div style="text-align: center; padding: 5px;"><b>Other Family Law</b></div> <input type="checkbox"/> Enforce Foreign Judgment <input type="checkbox"/> Habeas Corpus <input type="checkbox"/> Name Change <input type="checkbox"/> Protective Order <input type="checkbox"/> Removal of Disabilities of Minority <input type="checkbox"/> Other: _____	<input type="checkbox"/> Enforcement <input type="checkbox"/> Modification—Custody <input type="checkbox"/> Modification—Other  <div style="text-align: center; padding: 5px;"><b>Title IV-D</b></div> <input type="checkbox"/> Enforcement/Modification <input type="checkbox"/> Paternity <input type="checkbox"/> Reciprocals (UIFSA) <input type="checkbox"/> Support Order  <div style="text-align: center; padding: 5px;"><b>Parent-Child Relationship</b></div> <input type="checkbox"/> Adoption/Adoption with Termination <input type="checkbox"/> Child Protection <input type="checkbox"/> Child Support <input type="checkbox"/> Custody or Visitation <input type="checkbox"/> Gestational Parenting <input type="checkbox"/> Grandparent Access <input type="checkbox"/> Parentage/Paternity <input type="checkbox"/> Termination of Parental Rights <input type="checkbox"/> Other Parent-Child: _____	
Employment	Other Civil				
<input type="checkbox"/> Discrimination <input type="checkbox"/> Retaliation <input type="checkbox"/> Termination <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Other Employment: _____	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Administrative Appeal  <input type="checkbox"/> Antitrust/Unfair Competition  <input type="checkbox"/> Code Violations  <input type="checkbox"/> Foreign Judgment  <input type="checkbox"/> Intellectual Property                             </div> <div> <input type="checkbox"/> Lawyer Discipline  <input type="checkbox"/> Perpetuate Testimony  <input type="checkbox"/> Securities/Stock  <input type="checkbox"/> Tortious Interference  <input type="checkbox"/> Other: _____                             </div> </div>				
Tax	Probate & Mental Health				
<input type="checkbox"/> Tax Appraisal <input type="checkbox"/> Tax Delinquency <input type="checkbox"/> Other Tax	<div style="display: flex; justify-content: space-between;"> <div> <i>Probate/Wills/Intestate Administration</i>  <input type="checkbox"/> Dependent Administration  <input type="checkbox"/> Independent Administration  <input type="checkbox"/> Other Estate Proceedings                             </div> <div> <input type="checkbox"/> Guardianship—Adult  <input type="checkbox"/> Guardianship—Minor  <input type="checkbox"/> Mental Health  <input type="checkbox"/> Other: _____                             </div> </div>				
3. Indicate procedure or remedy, if applicable (may select more than 1):					
<input type="checkbox"/> Appeal from Municipal or Justice Court <input type="checkbox"/> Arbitration-related <input type="checkbox"/> Attachment <input type="checkbox"/> Bill of Review <input type="checkbox"/> Certiorari <input type="checkbox"/> Class Action		<input type="checkbox"/> Declaratory Judgment <input type="checkbox"/> Garnishment <input type="checkbox"/> Interpleader <input type="checkbox"/> License <input type="checkbox"/> Mandamus <input type="checkbox"/> Post-judgment		<input type="checkbox"/> Prejudgment Remedy <input type="checkbox"/> Protective Order <input type="checkbox"/> Receiver <input type="checkbox"/> Sequestration <input type="checkbox"/> Temporary Restraining Order/Injunction <input type="checkbox"/> Turnover	

**NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA**  
**AVISO: ESTE DOCUMENTO CONTIENE INFORMACIÓN**  
**CONFIDENCIAL**



## **Statement of Inability to Afford Payment of Court Costs or an Appeal Bond**

### **Declaración sobre Incapacidad de Pago de Costas de Tribunal o de una Fianza de Apelación**

**Cause Number**  
**Número de Caso**

\_\_\_\_\_

The Clerk's office will fill in the Cause Number when you file this form.

El Secretario del Tribunal anotará el Número de Caso cuando usted presente este formulario.

\_\_\_\_\_  
v.  
\_\_\_\_\_

Copy information listed at the top left of the petition here.

Copie aquí la información ubicada en la parte superior izquierda del escrito de la demanda.

Copy information listed at the top right of the petition here.

Copie aquí la información ubicada en la parte superior derecha del escrito de la demanda.

\_\_\_\_\_  
Court Number  
Número del Tribunal

\_\_\_\_\_, Texas  
County  
Condado

- ☐ District Court  
Tribunal de Distrito
- ☐ County Court  
Tribunal del Condado
- ☐ County Court at Law  
Tribunal Estatutario
- ☐ Justice Court  
Juzgado de Paz
- ☐ Probate Court  
Juzgado Sucesorio

## 1. Your Information / Su Información

- My full legal name is / Mi nombre legal completo es

\_\_\_\_\_  
First    Middle    Last    /    Nombre de Pila    Segundo Nombre    Apellido

- My date of birth is / Mi fecha de nacimiento es

\_\_\_\_\_  
Month    Day    Year    /    Mes    Día    Año

- My address is / Mi dirección es

Home / Domicilio \_\_\_\_\_

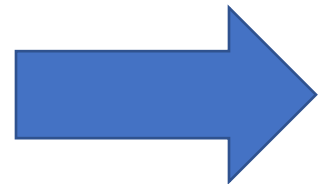
Mailing / Dirección Postal \_\_\_\_\_

- My phone number / Mi número telefónico \_\_\_\_\_

- My email I check often / Mi correo electrónico que reviso con frecuencia

\_\_\_\_\_

# Go to next page



# Pase a la siguiente página

## 2. About My Dependents / Mis Dependientes

"The people who depend on me financially are listed below." **Use initials only for children under 18.** If needed, attach a separate piece of paper to list more dependents.

"Las personas a continuación dependen económicamente de mí." **Use iniciales para los menores de 18 años** y, si es necesario, anexe una hoja por separado para enumerar a todos sus dependientes.

Name Nombre	Age Edad	Relationship to me Parentesco Conmigo

## 3. Are you represented by Legal Aid? ¿Está siendo representado por alguna entidad de asistencia legal?

**Check only one box. Seleccione solo una casilla.**

- ☐ I am being represented in this case for free by an attorney who works for a legal aid provider or who received my case through a legal aid provider. I have attached the certificate the legal aid provider gave me as "Exhibit: Legal Aid Certificate."

Me está representando gratuitamente un abogado que trabaja para una entidad de asistencia legal o que recibió mi caso de una entidad de asistencia legal. El certificado que la entidad de asistencia legal me entregó lo adjunto bajo el título, "Anexo: Certificado de Asistencia Legal."

or / o

- ☐ I am not represented by legal aid.

No me está representando ninguna entidad de asistencia legal.



#### 4. Public Benefits / Beneficios de Asistencia Pública

- Do you or any of your dependents receive public benefits?  
*¿Recibe usted o sus dependientes beneficios de asistencia pública?*

☐ Yes / *Sí*

☐ No / *No*

- If you answered yes, check all that apply and attach proof to this form, such as a copy of an eligibility form or check.

*Si respondió con un Sí, marque todas las casillas que apliquen y adjunte a este formulario comprobantes, tales como una copia de la carta autorizando que reciba estos beneficios o una copia del cheque que recibe.*

☐ Food stamps/SNAP  
*Cupones de comida/SNAP*

☐ TANF

☐ Medicaid

☐ CHIP

☐ SSI/SSDI

☐ WIC

☐ Lifeline

☐ Public Housing or Section 8 Housing  
*Asistencia de Vivienda / Programa de Vivienda bajo Sección 8*

☐ Low-Income Home Energy Assistance  
*Asistencia con Energía Eléctrica*

☐ Community Care via HHS  
*Ayuda Comunitaria bajo HHS*

☐ LIS in Medicare ("Extra Help")  
*Subsidio Adicional de Medicare bajo el Programa LIS*

☐ Needs-based VA Pension  
*Pensión para Veteranos de Guerra en función a necesidades*

☐ Child Care Assistance under Child Care and Development Block Grant  
*Asistencia con Guardería bajo el Programa CCDBG*

☐ County Assistance, County Health Care, or General Assistance (GA)  
*Asistencia del Condado, Asistencia Médica del Condado, o Asistencia General (GA)*

☐ Other / *Otros beneficios*

☐ Other / *Otros beneficios*





**5. What are your monthly income sources? ¿Cuáles son sus fuentes de ingresos mensuales?**

➤ My **take-home** pay is \$\_\_\_\_\_ in monthly wages.

Mi **pago neto** es \$\_\_\_\_\_ en sueldo mensual.

➤ I work as a \_\_\_\_\_ (your job title) for \_\_\_\_\_ (your employer).

Yo trabajo como \_\_\_\_\_ (título de su puesto) para  
\_\_\_\_\_ (compañía o jefe).

➤ \$\_\_\_\_\_ is my total **monthly** income / son mis ingresos totales **al mes**.

These are my income sources. **Estas son mis fuentes de ingresos.**

➤ \$\_\_\_\_\_ in unemployment / en beneficios de desempleo.

I have been unemployed since \_\_\_\_\_ (date).

He estado desempleado desde \_\_\_\_\_ (indique fecha).

➤ \$\_\_\_\_\_ in public benefits / en beneficios de Asistencia Pública.

➤ \$\_\_\_\_\_ from people in my household other than my spouse / de ingresos de otras personas en mi hogar que no son de mi cónyuge.

➤ \$\_\_\_\_\_ from retirement or pension / de jubilación o pensión.

➤ \$\_\_\_\_\_ from tips or bonus / de propinas o bonos.

➤ \$\_\_\_\_\_ from disability / de discapacidad.

➤ \$\_\_\_\_\_ from worker's comp / de compensación al trabajador.

➤ \$\_\_\_\_\_ from social security / de seguro social.



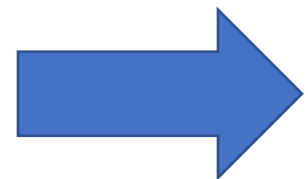
- \$\_\_\_\_\_ from military housing / de vivienda militar.
- \$\_\_\_\_\_ from dividends, interest, or royalties / de dividendos, intereses, o regalías.
- \$\_\_\_\_\_ from child or spousal support / de manutención de menores o manutención conyugal recibida.
- Answer only if your spouse is not your opponent. Responda tan sólo si su ccónyuge no es parte contraria en esta causa legal.\$\_\_\_\_\_ from my spouse's income / de ingresos de mi cónyuge.
- \$\_\_\_\_\_ from other jobs/sources of income / de otros trabajos/ fuentes de ingresos.

Describe / describa:

---

---

Go to next page



Pase a la siguiente página

**6. What is the value of your assets or property? ¿Cuál es el valor de sus bienes o propiedades?**

My property includes: Mis bienes incluyen:	Value / Valor  The value is the amount the item would sell for less the amount you still owe on it, if anything.  El valor de sus bienes es la cantidad por la que la propiedad o pertenencia se vendería, menos el monto que aún se adeuda, si lo hubiera.
➤ Cash Dinero en efectivo	\$
➤ Bank accounts, other financial assets Cuentas bancarias, otros bienes financieros	
	\$
	\$
	\$
➤ Cars and boats (make and year) Automóviles, lanchas (modelo y año)	
	\$
	\$
	\$
➤ Other property like jewelry, stocks, land, a second house. (Do not list your homestead.)  Otros bienes como joyas, acciones, terrenos, una segunda casa. (No indique su hogar familiar.)	
	\$
	\$
	\$
<b>Total Value of Property</b> <b>Valor Total de Sus Bienes</b>	\$



**7. What are your monthly expenses that are not deducted from your paycheck?  
¿Cuáles son sus gastos mensuales que no son descontados de su cheque de sueldo?**

My monthly expenses are: Mis gastos mensuales son:	Amount Cantidad
➤ Rent/house payments; maintenance Alquiler/hipoteca; mantenimiento de casa	\$
➤ Food and household supplies Alimentos y artículos para el hogar	\$
➤ Utilities and telephone Luz, gas, agua y teléfono	\$
➤ Clothing and laundry Ropa y lavado de ropa	\$
➤ Medical and dental expenses Gastos médicos y dentales	\$
➤ Insurance (life, health, auto, etc.) Seguros (de vida, médico, de automóvil etc.)	\$
➤ School and childcare Escuelas y guarderías	\$
➤ Transportation, auto repair, gas Transportación, reparaciones de automóviles, gasolina	\$
➤ Child/Spousal support Manutención a Menores/Manutención Conyugal	\$
➤ Debt payments to (list): Pagos por deudas hechas a (indíquelos):	
	\$
	\$
➤ Wages withheld by court order Sueldo retenido por orden judicial	\$
➤ Other expenses (list): Otros gastos (indíquelos):	
	\$
	\$
<b>Total Monthly Expenses Gastos Totales Mensuales</b>	<b>\$</b>



**8. Are there debts or other facts explaining your financial situation?**  
**¿Hay deudas u otros factores que expliquen su situación económica?**

My debts include (list debt and amount owed):

Mis deudas incluyen (indique deuda y la cantidad que debe):

	\$
	\$
	\$
	\$
	\$

If you want the court to consider other facts, such as unusual medical expenses, family emergencies, etc., attach another page to this form labeled "Exhibit: Additional Supporting Facts."

Si usted desea que el tribunal considere otros factores, tales como gastos médicos excepcionales, emergencias familiares, etc., adjunte al formulario otra hoja con esta información y bajo el título, "Anexo: Información Adicional de Apoyo."

**9. Ability to Pay Court Costs. Declaración sobre su Habilidad de Pagar Costas de Tribunal**

Check only one box. Seleccione tan solo una casilla.

- ☐ I cannot afford to pay court costs. No puedo pagar las costas de tribunal.
- ☐ I cannot furnish an appeal bond or pay a cash deposit to appeal a justice court decision, and I cannot afford to pay court costs.

No puedo aportar una fianza de apelación ni pagar un depósito en efectivo para apelar la decisión judicial de un magistrado, y no puedo pagar costas de tribunal.

Go to next page



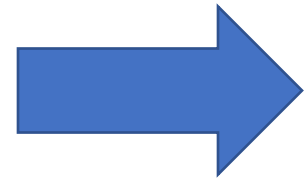
Pase a la siguiente página

**10. Declaration/Affidavit. Declaración Escrita Bajo Juramento.**

Fill out **only one** box. If you fill out the Declaration, you will not need to sign the form in front of a notary public. If you do not want to list your address for privacy or safety concerns, take the form and photo identification, and fill out the Affidavit box in front of a notary public.

Llene tan **solo una** opción. Si usted llena la Declaración, no necesitará firmar el formulario ante un notario. Si usted no quiere que aparezca su domicilio en el documento para conservar su privacidad o por motivos de su seguridad, lleve el formulario y una identificación con fotografía y llene la sección de la Declaración Escrita Bajo Juramento ante un Notario.

Go to next page



Pase a la siguiente página

## Option 1 / Opción 1

**Declaration:** I declare under penalty of perjury that the foregoing is true and correct.

**Declaración:** Yo declaro bajo pena de perjurio que la información a continuación es correcta y verdadera.

➤ My name is / Mi nombre es

---

➤ My date of birth is / Mi fecha de nacimiento es

\_\_\_\_/\_\_\_\_/\_\_\_\_

➤ My address is / Mi domicilio es

---

Street, city, zip, country

Calle y número, ciudad, estado, código postal, país

➤

Signature

Firma

➤

Date (month, day, year)

Fecha (mes, día, año)

➤

County, state

Condado, estado

# Go to next page



# Pase a la siguiente página

## Option 2 / Opción 2

**Affidavit:** I swear under penalty of perjury that the foregoing is true and correct.

**Declaración Escrita Bajo Juramento:** Yo juro bajo pena de perjurio, que lo que precede es correcto y verdadero.

**You fill out this section.**

**Usted llena esta sección.**

- \_\_\_\_\_  
Your printed name  
Su nombre en letra de molde
- \_\_\_\_\_  
Your signature  
Su firma

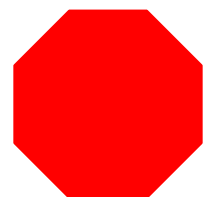
**The notary fills out this section.**

**El Notario llena esta sección.**

- \_\_\_\_\_  
Subscribed before me this day of  
Juramentado y suscrito ante mí el día de hoy del mes de

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY  
NOTARIO





# INFORMATION ON SUIT AFFECTING THE FAMILY RELATIONSHIP (EXCLUDING ADOPTIONS)

## SECTION I GENERAL INFORMATION (REQUIRED)

STATE FILE NUMBER \_\_\_\_\_

1a. COUNTY \_\_\_\_\_ 1b. COURT NO. \_\_\_\_\_  
1c. CAUSE NO. \_\_\_\_\_ 1d. DATE OF ORDER (mm/dd/yyyy) \_\_\_\_\_

2. TYPE OF ORDER (CHECK ALL THAT APPLY):

☐ DIVORCE/ANNULMENT WITH CHILDREN (Sec. 1,2 AND 3) ☐ DIVORCE/ANNULMENT WITHOUT CHILDREN (Sec 1 AND 2)

☐ ESTABLISHMENT OF COURT OF CONTINUING JURISDICTION (SEC 1 AND 3)  
(Court Order Establishing Paternity, Conservatorship, Child Support or Termination of Parental Rights)

☐ CHANGE IN THE NAME OF THE CHILD (SEC 1 AND 3)  
(PROVIDE PRIOR AND NEW NAME OF CHILD IN SECTION 3)

☐ TRANSFER OF COURT OR CONTINUING JURISDICTION (SEC1,3 AND INFORMATION BELOW)

TRANSFER TO: COUNTY \_\_\_\_\_ COURT NO. \_\_\_\_\_ STATE COURT ID# \_\_\_\_\_

3a. NAME OF ATTORNEY FOR PETITIONER	3b. TELEPHONE NUMBER (including area code)
3c. CURRENT MAILING ADDRESS (STREET AND NUMBER OR P.O BOX, CITY, STATE, ZIP)	

## SECTION 2 (IF APPLICABLE) REPORT OF DIVORCE OR ANNULMENT OF MARRIAGE

<b>PETITIONER</b>	4. NAME (FIRST MIDDLE LAST SUFFIX)		5. MAIDEN LAST NAME (NAME BEFORE 1 <sup>ST</sup> MARRIAGE)	
	6. PLACE OF BIRTH (CITY AND STATE OR FOREIGN COUNTRY)	7. RACE	8. DATE OF BIRTH (mm/dd/yyyy)	
	9. USUAL RESIDENCE STREET NAME & NUMBER CITY STATE ZIP			
<b>RESPONDENT</b>	10. NAME (FIRST MIDDLE LAST SUFFIX)		11. MAIDEN LAST NAME (NAME BEFORE 1 <sup>ST</sup> MARRIAGE)	
	12. PLACE OF BIRTH (CITY AND STATE OR FOREIGN COUNTRY)	13. RACE	14. DATE OF BIRTH (mm/dd/yyyy)	
	15. USUAL RESIDENCE (STREET AND NUMBER CITY, STATE, ZIP)			
16. NUMBER OF MINOR CHILDREN		17. DATE OF MARRIAGE (mm/dd/yyyy)	18. PLACE OF MARRIAGE (CITY AND STATE OR FOREIGN COUNTRY)	

## SECTION 3 (IF APPLICABLE) CHILDREN AFFECTED BY THIS SUIT

<b>CHILD 1</b>	19a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)			
	19b. DATE OF BIRTH (mm/dd/yyyy)	19c. SEX	19d. BIRTHPLACE (CITY, COUNTY AND STATE)	
	19e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE			
<b>CHILD 2</b>	20a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)			
	20b. DATE OF BIRTH (mm/dd/yyyy)	20c. SEX	20d. BIRTHPLACE (CITY, COUNTY AND STATE)	
	20e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE			
<b>CHILD 3</b>	21a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)			
	21b. DATE OF BIRTH (mm/dd/yyyy)	21c. SEX	21d. BIRTHPLACE (CITY, COUNTY AND STATE)	
	21e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE			

☐ ADDITIONAL CHILDREN LISTED ON BACK OF THE FORM.

I CERTIFY THAT THE ABOVE ORDER WAS GRANTED ON THE DATE AND PLACE AS STATED.

\_\_\_\_\_  
SIGNATURE OF THE CLERK OF THE COURT

**WARNING:** This is a governmental document. Texas Penal Code, Section 37.10, specifies penalties for making false entries or providing false information in this document. VS-165 REV 07/2017

**ADDITIONAL CHILDREN AFFECTED BY THIS SUIT FROM SECTION 3 (IF APPLICABLE)**

CHILD 4	23a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	23b. DATE OF BIRTH (mm/dd/yyyy)	23c. SEX	23d. BIRTHPLACE (CITY, COUNTY AND STATE)
	23e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE		
CHILD 5	24a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	24b. DATE OF BIRTH (mm/dd/yyyy)	24c. SEX	24d. BIRTHPLACE (CITY, COUNTY AND STATE)
	24e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE		
CHILD 6	25a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	25b. DATE OF BIRTH (mm/dd/yyyy)	25c. SEX	25d. BIRTHPLACE (CITY, COUNTY AND STATE)
	25e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE		

**Instructions for Completing the Suit Affecting Parent Child Relationship Form****GENERAL REQUIREMENT:**

All divorces/annulments (with or without children) and all suits affecting the parent-child relationship must be reported through the clerk of the court to the State Vital Statistics Unit (VSU).

Consolidated reporting by petitioners, attorneys, and the courts is designed to make mandatory reporting more efficient, timely, and improve the quality of reporting. However, this reporting system is only as good or timely as you make it; therefore, your attention in completing and filing this report is critical.

Legal basis for this reporting is contained in Health and Safety Code §194.002 and Texas Family Code §§108.001-.002 and 108.004.

For information concerning reporting or questions about this form, contact field services at [fieldservices@dshs.texas.gov](mailto:fieldservices@dshs.texas.gov) or by phone at 512-776-3010.

**The VSU-165 form must be printed double-sided (one sheet not two).**

For information on the court of continuing jurisdiction of a child, contact VSU at (888) 963-7111 ext. 2529. Inquiries should be addressed to VSU, 1100 West 49th Street, Austin, Texas, 78756-3191; inquiries may also be faxed to (512) 776-7164 .

**SECTION 1 GENERAL INFORMATION (REQUIRED)**

This section must be completed for each report filed.

- 1a – d. Enter the required information to identify the court proceeding.
- 2. Check the type of suit being reported. This determines also which sections of the form must be completed. If more than one type of order applies, check all that apply. Transfers from one jurisdiction to another must be reported in this section (if court number is unknown, specify "unknown").
- 3a – c. Complete the attorney information to assist in questions or follow up. If case was pro se, please enter the information of the person completing this form.

**SECTION 2 (IF APPLICABLE) REPORT OF DIVORCE OR ANNULMENT OF MARRIAGE**

All divorces/annulments must be reported, even if there were no minor children. All information is required.

- 4-9. Report the Petitioner's information including maiden name (if applicable ).
- 10-15. Report the Respondent's information, including maiden name (if applicable ).
- 16. Report the number of minor children affected by this divorce; if none, record "0." This number must correspond to the listing of children in Section 3.
- 17-18. Enter the date and place of the marriage being dissolved.

**SECTION 3 (IF APPLICABLE) CHILDREN AFFECTED BY THIS SUIT**

Every child affected by the suit being reported must be listed, and all items concerning that child must be completed. If more than three children are affected, check the "additional children listed on back of form" box, and continue to list the additional children. If more than 6 children complete section 3 on another form, label it "continuation" and attached the continuation form to the original form.

Cause No. \_\_\_\_\_

(Print court information exactly as it looks on the Petition to Change the Name of a Child [Filed by One Parent].)

In the Interest of \_\_\_\_\_

In the \_\_\_\_\_

☐ District Court  
☐ County Court at Law  
Of \_\_\_\_\_

Print the first, middle, and last initials of the child.

A Child \_\_\_\_\_

County  
Texas

## Respondent's Waiver of Service Only (Specific Waiver) (Child's Name Change)

**Instructions to Respondent:** Talk to an attorney if you have questions. If you decide to use this form:

- Do not sign this form until at least one day after the Petition to Change the Name of a Child has been filed (turned in to the court). If you sign this form before then, you will have to redo it. The official court stamp on your copy of the Petition will tell you when it was filed.
- Fill out the Waiver of Service completely. You **MUST** include your address.
- Sign the Waiver of Service in front of a notary.
- Give the Waiver of Service to the Petitioner or file it in the clerk's office.

**WARNING:** Talk to an attorney before signing this form, if you have any questions about this case or your legal rights. This is a complicated area of the law. It is important that you talk to a lawyer who can explain your legal rights. Without the advice and help of an attorney, you may be putting your rights at risk. To get a referral to an attorney—or if your income is low, to the nearest Legal Aid Office—call the State Bar of Texas Lawyer Referral Information Service at 800-252-9690. If you are a victim of domestic violence, or if at any time you feel unsafe, you can get confidential help from the National Domestic Violence Hotline at 800-799-7233 or legal help from the Texas Advocacy Project Family Violence Legal Line at 800-374-4673.

THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

The person who signed this affidavit appeared, in person, before me, the undersigned notary, and stated under oath:

"I am the **Respondent** in this case to change the name of a child.

"My full name is: \_\_\_\_\_."

"My mailing address is: \_\_\_\_\_  
Mailing Address City State Zip

"My phone number is: (\_\_\_\_) \_\_\_\_-\_\_\_\_. My fax number is: (if applicable) (\_\_\_\_) \_\_\_\_-\_\_\_\_.

"My email address is: \_\_\_\_\_.

"The last three numbers of my driver's license number are: \_\_\_\_ \_\_\_\_ \_\_\_\_\_. My driver's license was issued in (State) \_\_\_\_\_.

Or ☐ I do not have a driver's license number.

"The last three numbers of my social security number are: \_\_\_\_ \_\_\_\_ \_\_\_\_.

Or ☐ I do not have a social security number.

"I have been given a copy of the Petition to Change the Name of a Child filed in this case. I have read the Petition and understand what it says. I understand that I have the right to be given a copy of the

Petition and official notice of this case by a constable, sheriff, or other official process server. I give up that right. I do not give up my right to review a different Petition if it gets changed (amended).

"I understand that by signing this form I am entering an appearance in this case.

"I ask that the Court **not** enter any orders if they are not signed by me or if I have not received prior written notice of the date, time and place of hearing.

"If I sign the Order Changing the Name of a Child showing that I agree with it, the Court can enter the Order Changing the Name of a Child without giving me notice and without my being present. If I sign the Order Changing the Name of a Child, I do not want a court reporter to make a record of the testimony."

**Military Status** (Check only one.)

☐ I am not in the military."

☐ I am in the military. I agree to the provisions stated above and I waive only the rights, privileges, and exemptions I have under the Servicemembers Civil Relief Act that are contrary to those provisions."



**Respondent's signature**

(Do not sign until you are in front of a notary.)

**Notary fills out below.**

State of Texas,

County of \_\_\_\_\_  
(Print the name of county where this affidavit is notarized.)

Sworn to and subscribed before me, the undersigned Notary, on this date: \_\_\_\_\_

by \_\_\_\_\_  
(Print the first and last names of the Respondent who is signing this affidavit.)

I, the Notary Public, who signature appears below, certify that I am not an attorney in this case.

(Notary's seal here)



**Notary's signature**

Cause Number: \_\_\_\_\_

In the Matter of the Name Change of:

In the \_\_\_\_\_

☐ District Court ☐ County Court at Law

\_\_\_\_\_  
(Print the child's current name - first, middle, last.)

\_\_\_\_\_  
County, Texas

A Child

## Respondent's Answer

**INSTRUCTIONS to Respondent:** If you decide to use this form:

- Do not sign it until **at least one day after** the *Petition to change the Name of a Child* has been filed (turned in to the court). The child's parent (the Petitioner) should have given you a copy of the *Petition to Change the Name of a Child*. The official court stamp on your copy will tell you when it was filed.
- Fill out this form completely.
- File (turn in) the original signed form to the court where the Petitioner filed the *Petition to Change the Name of a Child*. Keep a copy for your records. Give a copy to the Petitioner.
- Get additional information about child name changes at [www.TexasLawHelp.org](http://www.TexasLawHelp.org).

My name is: \_\_\_\_\_  
Print First Middle Last

I am the **Respondent** in this case to change the name of a child.

The last three numbers of my Social Security # are \_\_\_\_\_. Or ☐ I don't have a Social Security #.

The last three numbers of my driver's license are \_\_\_\_\_. Or ☐ I don't have a driver's license #.

I am a Respondent in this case to change the name of a child.

### 1. General Denial

I enter a general denial. I want to be notified of all hearings in this case.

However, if the Petitioner and I reach an agreement and I sign an agreed Order Changing the Name of a Child, I agree that the Judge can enter the Order and finalize this case without my getting notice of the hearing and without my coming to Court.

### 2. Contact Information

My phone number is:

\_\_\_\_\_.

My mailing address is: \_\_\_\_\_  
Print Mailing Address City State Zip

My email address is: \_\_\_\_\_.

My phone number is: (\_\_\_\_\_) \_\_\_\_\_.

I understand I *must* notify the Court and Petitioner's lawyer (or Petitioner if Petitioner does not have a lawyer), the other Respondents' lawyers (or the Respondent if she or he does not have a lawyer), in writing, if my mailing address or email address changes during this case.

I understand that, unless I provide notice of changes in my mailing address and email address, all information about this case, including the date and time of hearings, will be sent to me at the mailing address or email address on this form.

### 3. Request for Relief

I ask the Court for general relief.

→

\_\_\_\_\_  
*Respondent's Signature*

\_\_\_\_\_  
*Date*

### 4. Certificate of Service

I will give a copy of this document to the each party or attorney of record on the same day this document is filed with (turned in to) the Court as required by the Texas Rules of Civil Procedure.

→

\_\_\_\_\_  
*Respondent's Signature*

\_\_\_\_\_  
*Date*

Cause Number: \_\_\_\_\_

In the Matter of the Name Change of:

In the \_\_\_\_\_

☐ District Court ☐ County Court at Law

\_\_\_\_\_  
(Print the child's current name - first, middle, last.)

\_\_\_\_\_  
County, Texas

A Child

## Order Changing the Name of a Child

A hearing took place on (date)\_\_\_\_\_.

### 1. Appearances

#### Petitioner

Petitioner's name is: \_\_\_\_\_

Petitioner is the child's: (Check one.).

- ☐ Nonparent Managing Conservator.  
☐ Legal Guardian.

Petitioner was present, representing him/herself, and announced ready.

#### Respondent A – Child's Parent (Check a or b.)

a. ☐ Respondent A's name is: \_\_\_\_\_

Respondent A is the child's parent.

(Check one.)

- ☐ Respondent A **was present**, representing him/herself, and announced ready.  
☐ Respondent A **was not present**, but filed an Answer or Waiver of Service and has signed below agreeing to the terms of this Order.  
☐ Respondent A **was not present**, but was served and has defaulted.

b. ☐ There is no Respondent A because: (Check one.)

- ☐ the child's parent is dead. A copy of the parent's death certificate is attached to this Order as Exhibit A.  
☐ the child's parent's parental rights have been terminated by court order. A copy of the court order of termination is attached to this Order as Exhibit A.

#### Respondent B – Child's Parent (Check a or b.)

a. ☐ Respondent B's name is: \_\_\_\_\_

Respondent B is the child's parent.

(Check one.)

- ☐ Respondent B **was present**, representing him/herself, and announced ready.  
☐ Respondent B **was not present**, but filed an Answer or Waiver of Service and has signed below agreeing to the terms of this Order.

☐ Respondent B was **not present**, but was served and has defaulted.

b. ☐ There is no Respondent B because: *(Check one.)*

☐ the child's parent is dead. A copy of the parent's death certificate is attached to this Order as Exhibit B.

☐ the child's parent's parental rights have been terminated by court order. A copy of the court order of termination is attached to this Order as Exhibit B.

**Respondent C - Other Person with Legal Relationship with Child** *(Check a or b.)*

a. ☐ Respondent C's name is: \_\_\_\_\_

Respondent C is the child's:

*(Check one.)*

☐ Nonparent Managing Conservator

☐ Legal Guardian

*(Check one.)*

☐ Respondent C **was present**, representing him/herself, and announced ready.

☐ Respondent C was **not present**, but filed an Answer or Waiver of Service and has signed below agreeing to the terms of this Order.

☐ Respondent C was **not present**, but was served and has defaulted.

b. ☐ There is no Respondent C. No other person has a legal relationship with the child.

**Respondent D - Other Person with Legal Relationship with Child** *(Check a or b.)*

c. ☐  
Respondent D's name is: \_\_\_\_\_

Respondent D is the child's:

*(Check one.)*

☐ Nonparent Managing Conservator

☐ Legal Guardian

*(Check one.)*

☐ Respondent D **was present**, representing him/herself, and announced ready.

☐ Respondent D was **not present**, but filed an Answer or Waiver of Service and has signed below agreeing to the terms of this Order.

☐ Respondent D was **not present**, but was served and has defaulted.

d. ☐ There is no Respondent D. No other person has a legal relationship with the child.

**Respondent E - Other Person with Legal Relationship with Child** *(Check a or b.)*

e. ☐  
Respondent E's name is: \_\_\_\_\_



Respondent E is the child's:

(Check one.)

- ☐ Nonparent Managing Conservator  
☐ Legal Guardian

(Check one.)

- ☐ Respondent E **was present**, representing him/herself, and announced ready.  
☐ Respondent E was **not present**, but filed an Answer or Waiver of Service and has signed below agreeing to the terms of this Order.  
☐ Respondent E was **not present**, but was served and has defaulted.

f. ☐ There is no Respondent E. No other person has a legal relationship with the child.

No other person has a legal relationship with the child.

## 2. Record *(The Court fills out this section.)*

- ☐ A Court reporter recorded today's hearing.  
☐ A Court reporter did not record today's hearing because the parties and judge agreed not to make a record.

## 3. Jurisdiction

The Court finds that it has jurisdiction over this case and the child and that all persons entitled to citation were properly cited.

## 4. Findings

The Court finds that:

a. The child's current name is: \_\_\_\_\_  
*First**Middle**Last*

b. The child was a resident of this county at the time this case was filed.

c. The child's birth date is: \_\_\_\_\_  
*Month / Day / Year*

d. The child's place of birth is \_\_\_\_\_  
*City**State**Country*

e. The child's social security # is: \_\_\_\_\_ **or** ☐ The child does not have a social security number.

f. Consent by Child *(Check one.)*

- ☐ The child is younger than 10 years old. Consent is not required.

- ☐ The child is 10 years old or older and has consented in writing to this name change.

g. Sex Offender Registration (*Check one.*)

- ☐ The child **is not** required to register as a sex offender.
- ☐ The child **is** required to register as a sex offender. Petitioner attached proof to the Petition that the child notified local law enforcement of the proposed name change. The requested name change is in the best interest of the public.

h. Court of Continuing Exclusive Jurisdiction (*Check one.*)

- ☐ There are no court orders regarding the child.
- ☐ A court made orders involving the child in the following case:

\_\_\_\_\_  
*Case Number*                      *County*                      *State*                      *Case type (custody, support, divorce etc.)*

- i. The requested name change is in the best interest of the child.

**5. Orders**

The Court ORDERS that the child's name is changed

from this name: \_\_\_\_\_  
*First*      *Middle*      *Last*

to this name: \_\_\_.  
*First*      *Middle*      *Last*

Any orders requested that do not appear above are denied. This is a final order.

\_\_\_\_\_  
Date of Judgment

\_\_\_\_\_  
Judge's Signature

\_\_\_\_\_  
Judge's Printed Name

**BY SIGNING BELOW, I AGREE TO THE FORM AND SUBSTANCE OF THIS  
ORDER CHANGING THE NAME OF A CHILD:**

Petitioner: \_\_\_\_\_  
*Petitioner's Signature*