

Child Name Change

(One parent filing—Other parent will be served)

Use these instructions & forms if:

- one parent is filing request and other parent will be served.

This packet includes:

1. Instructions for a Child Name Change - One parent filing
2. Petition to Change the Name of Child
3. Child's Consent to Name Change
4. Waiver of Service Only (Specific Waiver)
5. Order to Change the Name of Child
6. Civil Case Information Sheet
7. Statement of Inability to Afford Payment of Court Costs
8. Information on Suit Affecting the Family Relationship.

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

Instructions & Forms for Child Name Change - One parent filing - Other parent will be served

Warning: *The information and forms in this guide are not a substitute for the advice and help of a lawyer.*

These instructions explain the steps to change a child's name if one parent is filing the request and the other parent will be served. Each step includes a link to the form or forms needed for that step.

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. Visit the [Legal Help Directory](#) or [Working with a Private Attorney](#) for more information.

To print out both the instructions and forms, [click here](#).

Checklist Steps

☐ **Step 1: Fill out your court forms.**

Fill out these forms:

- [Petition to Change the Name of a Child](#)

This form asks a judge to change your child's name. You must sign this form **under penalty of perjury**. This means it is a crime to lie on this form.

Print your answers using blue or black ink. Do not leave blanks.

Who is the petitioner?

You are the "petitioner" – the person asking the court to change the child's name.

Who must be listed as a respondent in the Petition to Change the Name of a Child?

If you are the child's parent, you must list the other parent as the "respondent." If a nonparent has been named as your child's managing conservator or legal guardian you must also list that person as a "respondent."

If you are the child's non-parent managing conservator or legal guardian, you must list both parents as "respondents."

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 1-800-374-4673 for free advice.

What if a parent is dead?

If the other parent is dead and no other person has been named as your child's managing conservator or legal guardian, use these instructions and forms to change your child's name: [Instructions & Forms for Child Name Change - One parent filing - Other parent dead or rights terminated.](#)

What if a parent's parental rights were terminated?

If the other parent's parental rights have been terminated by a court order and no other person has been named as your child's managing conservator or legal guardian, use these instructions and forms to change your child's name: [Instructions & Forms for Child Name Change - One parent filing - Other parent dead or rights terminated.](#)

What if I can't find the other parent? If you cannot find the other parent after looking really hard, you must have the other parent served by publication in a local newspaper, on the state's public information web site, or both. You must also hire a lawyer to serve as the other parent's [attorney ad litem](#). For more information read this article: [Service by Publication \(when you can't find the other parent\)](#). This process is complicated and can be expensive. If you can't find the other parent, talk with a lawyer before going to the next step.

What if I don't know the identity of the other parent?

If you don't know the identity of the other parent you must have the "unknown parent" served by publication in a newspaper, on the state's service by publication web site, or both. You must also hire a lawyer to serve as the unknown parent's [attorney ad litem](#). This process is complicated and can be expensive. If you don't know the identity of a parent, talk with a lawyer before going to the next step.

- [Order Changing the Name of a Child](#)

You will ask the judge to sign this form to change the child's name. Fill out all blanks except: 1) the date of judgment, 2) the judge's signature and 3) the judge's name.

You must also sign this form.

- [Civil Case Information Sheet](#) (NOTE: the [Texas Supreme Court has repealed the rule requiring the civil case information sheet](#), so you may not need this form).
- [Information on Suit Affecting the Family Relationship](#)

Fill out this additional form if the child is 10 years old or older:

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

This form must be signed by your child if your child is 10 years old or older. It tells the judge that your child wants his or her name to be changed. **Note:** If your child is 10 years old or older, you cannot change your child's name without his or her consent.

Fill out this additional form if you cannot afford to pay the filing fee for your case. Call the clerk's office in the county where the child lives to learn the filing fee for your case.

- [Statement of Inability to Afford Payment of Court Costs](#)

Tip: It's a good idea to have a lawyer review your forms after you fill them out. You can hire a lawyer just to review your forms. This is called "limited scope representation." Use our [Legal Help Directory](#) tool to search for legal help in your area. Or, if your income is low, you may be able to have your completed forms reviewed at a free legal clinic. Use our [Legal Events and Clinics](#) to search for a free legal clinic in your area.

☐ **Step 2: Make copies.**

Make enough copies of each of the following forms to have one copy for you and one copy for each respondent:

- your completed Petition to Change the Name of a Child, **and**
- your Statement of Inability to Afford Payment of Court Costs (if you cannot afford the filing fee), **and**
- the child's completed Child's Consent to Name Change (if the child is 10 or older).

You do not need copies of the Civil Case Information Sheet form, the Information on Suit Affecting the Family Relationship form, or the Order Changing the Name of a Child form.

❑ **Step 3: File (turn in) your Petition and other starting forms.**

File (turn in) your completed court forms at the district clerk's office in the county where the child lives.

At the clerk's office:

- Turn in your completed court forms (and copies), except the Order Changing the Name of a Child form. Don't turn in the Order form yet. You will present the Order form to the judge when it is time to finish your case.
- Tell the clerk you want to have the other parent served **in person**. This means a sheriff, constable or private process server will deliver the initial court papers to the other parent in person.

Note: (If anyone else is listed as a respondent you must also have that person served, unless he or she agrees to the name change and will sign your proposed Order Changing the Name of a Child **and** this form: [Respondent's Original Answer](#) form.)

- Pay the filing fee and issuance fee (or file your completed Statement of Inability to Afford Payment of Court Costs if you cannot afford the court costs).
- Ask the clerk if there is a local [standing order](#) that you need to follow or attach to any of your documents.
- Ask the clerk if there are local rules you need to know about for your case.
- The clerk will "file-stamp" your copies with the date and time. The clerk will keep the original and give one copy back to you.
- The clerk will print a form called a "citation." The citation tells the other parent that you have filed a child name change case. The citation also tells the other parent that unless he or she files an answer with the court you will be able to finish your case by default - without the other parent. The clerk will attach a copy of your Petition to Change the Name of a Child to

the citation. The citation with a copy of your Petition attached are the **“initial court papers”** that must be served on the other parent by a constable, sheriff or private process server. **Read Step 4 for further instructions.**

☐ **Step 4: Arrange for the other parents to be “served” with the initial court papers.**

It is your responsibility to arrange for the other parent to be served with the initial court papers by a constable, sheriff, or private process server. You **CANNOT** serve the initial court papers yourself.

What are the initial court papers? The initial court papers include the citation you got at the clerk’s office with a copy of your Petition attached.

Send the initial court papers to a constable, sheriff, or private process server **in the county where the other parent can be served.** Include the service fee or a file-stamped copy of your Statement of Inability to Afford Payment of Court Costs. (Call first to learn the fee.) Also, include a self-addressed and stamped envelope.

The constable, sheriff or private process server will deliver the initial court papers to the other parent in person. The constable, sheriff or private process server will fill out a form called a “Return of Service.” It tells the court when and where the other parent was served. The completed Return of Service is proof the other parent was served. **The other parent will not have to sign anything.**

The Return of Service must be filed with the court. The constable, sheriff or private process server may file it themselves or they may give the completed Return of Service form to you. If they give it to you, make a copy and file the original at the courthouse. It 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.

What if I’m having trouble serving the other parent? For more information read this article: [How to Serve the Initial Court Papers \(Family Law\)](#). You can also use **Ask a Question** to chat with a law student or lawyer online.

☐ **Step 5: Wait the required waiting periods.**

Wait the following required waiting periods:

- **20 + day waiting period:** From the day the other parent is served, the other parent must have at least 20 days plus the next Monday at 10 a.m. to file an answer with the court.

Find the day the other parent was served on a calendar, count out 20 **more** days, then go to the next Monday. This is the last day of the other parent's answer period. However, if the other parent files an answer at any time before you finish your case it will still count.

- **10 + day waiting period:** The constable, sheriff, or private process server should have completed a Return of Service form stating when the other parent was served. The Return of Service form must be on file with the court for at least 10 days 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.

☐ **Step 6: Determine if your case can be finished by default.**

Call the clerk's office to find out if the other parent filed an answer.

If the other parent filed an answer, you CANNOT finish your case by default.

- If the other parent filed an answer and will now agree to sign your completed proposed Order Changing the Name of a Child form, you can finish your case by agreement.
- If the other parent filed an answer and will not agree to sign your completed Order Changing the Name of a Child form, your case is contested. To finish a contested case, you must set a contested final hearing. You must give the other parent at least 45 days' notice of the final hearing. If there are other respondents they must also receive this notice. Read this article to learn more: [How to Set a Contested Final Hearing \(Family Law\)](#). **Remember:** It's always best to have a lawyer if your case is contested.
- **WARNING!** In suits filed on or after January 1, 2021, once a party to a family law case (like a custody modification case) files an answer, both sides usually will be obligated to exchange certain information and

documents within 30 days. Talk to a lawyer about exceptions to this rule. The form is here: [Required Initial Disclosures](#).

If the other parent has NOT filed an answer, you **CAN** finish your case by default (without the other parent) as long as all of the following are true.

- The other parent was successfully served by a constable, sheriff, or private process server;
 - A Return of Service form (stating when and where the other parent 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 the other parent to file an answer has passed;
 - The other parent has not filed an answer and does not file an answer before you finish your case. (Remember, the other parent can file an answer up until the time you finish your case, even if the 20 + day waiting period has already passed.); and
 - If anyone else was named as a respondent in your Petition to Change the Name of a Child:
 - that respondent was also served and defaulted (did not file an answer with the court),
- or**
- that respondent signed a Respondent's Original Answer form and 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 and make 1 copy of each form:

- [Certificate of Last Known Mailing 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.)
1. **WARNING!** Effective January 1, 2021, once a party to a family law case (like a custody modification case) files an answer, both sides usually will be obligated to exchange certain information and documents within 30

days. Talk to a lawyer about exceptions to this rule. The form is here: [Required Initial Disclosures in SAPCRs and Modifications](#).

☐ **Step 7: Get ready for court.**

If you can finish your case by default, call the clerk's office to find out when and where the court hears uncontested child name change cases.

Call the clerk's office again the day before you plan to go to court to make sure the other parent has still not filed an answer. If the other parent has filed an answer, you cannot finish your case by default. **Go back to Step 6.**

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

☐ **Step 8: Go to court to finish your case.**

Bring the following documents with you to the courthouse on the day you plan to finish your case:

- your proposed Order Changing the Name of a Child, **and**
- a file-stamped copy of your Petition to Change the Name of a Child, **and**
- a file-stamped copy of the Child's Consent to Name Change (if applicable), **and**
- a file-stamped copy of the Return of Service form showing when and where the other parent was served, **and**
- a completed Certificate of Last Known Mailing Address form and 1 copy, **and**
- if you are not the child's parent, a copy of the court order naming you as the child's managing conservator or legal guardian.

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

- Ask the clerk if you need the court file or docket sheet (list of what has been filed in your case).

- Ask the clerk to check one more time to see if the other parent has filed an answer. If the other parent has filed an answer, you cannot finish your case by default. **Go back to Step 6.**
- File the Certificate of Last Known Mailing Address and the Military Status Declaration (or Military Status Affidavit). Ask the clerk to file stamp your copy of each form. Bring a file-stamped copy of each form with you to court.

When you get to the courtroom, tell the judge's clerk you are there. Sit down 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 have you raise your right hand and swear to tell the truth. Tell the judge your name and whether you are the child's parent or the child's nonparent managing conservator or legal guardian. Tell the judge you are asking that the child's name be changed. 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.

☐ **Step 9: File the signed Order with the clerk.**

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

- File (turn in) the signed Order Changing the Name of a Child. **Your case is NOT final until you do so.**
- Get several certified copies of the Order from the clerk. You must pay a small fee for each certified copy. 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.

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

You are responsible for notifying the appropriate agencies of the child's new name.

- To change the child's social security card, contact your local social security office.
- To change your child's Texas birth certificate, contact the Texas Department of State Health Services, Vital Statistics Unit. Read about birth certificate amendments and get the application [here](#). If your child was born in another state, contact the vital statistics office in that state.
- To change the child's passport, contact your local passport office.
- To change the child's school records, take a certified copy of the Order to the child's school.

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 parent.

3. Respondent A – Other Parent (Check a or b.)

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

Print full name of the child's other parent.

(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 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 other parent is dead. A copy of the other parent's death certificate is

attached to this Petition as Exhibit A.

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

4. Respondent B – Other Person with Legal Relationship with Child *(Check a or b.)*

a. ☐ Respondent B's name is: _____

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

☐ Nonparent Managing Conservator

☐ Legal Guardian

(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 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. No other person has a legal relationship with the child.

No other person has a legal relationship with the Child.

5. 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.)

☐ I think Respondent C 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 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.

No other person has a legal relationship with the Child.

6. 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.)

7. 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.

8. 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)*

9. 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

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

Waiver of Service Only (Specific Waiver)

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 phone number is: _____.

"My mailing address is: _____.

"My email address is: _____.

"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 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.)

TO BE COMPLETED BY NOTARY:

STATE OF TEXAS, COUNTY OF _____

SWORN to and subscribed before me on _____ by _____.

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

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: ☐ Parent ☐ Nonparent Managing Conservator or Guardian

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

Respondent A – Other Parent (Check one.)

☐ Respondent A's name is: _____

Respondent A is the child's other 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.

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

☐ the child's other parent is dead. A copy of the other parent's death certificate is attached to this Order as Exhibit 1.

☐ the child's other 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 1.

Respondent B - Other Person with Legal Relationship with Child (Check one.)

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

☐ Respondent B's name is: _____

Respondent B is the child's: (Check one.)

☐ Nonparent Managing Conservator or Guardian

☐ Second Parent (Only if the Petitioner is not 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.

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. Proof that the child notified local law enforcement of the proposed name change is attached as Exhibit 2.
- 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 and the public.

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

Respondent A:

 _____
Respondent A's Signature

Respondent B:

 _____
Respondent B's Signature

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:	Email:	Plaintiff(s)/Petitioner(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: _____	
Address:	Telephone:	Defendant(s)/Respondent(s):		
City/State/Zip:	Fax:			
Signature:	State Bar No:			
		[Attach additional page as necessary to list all parties]		Additional Parties in Child Support Case: Custodial Parent: _____ Non-Custodial Parent: _____ Presumed Father: _____

2. Indicate case type, or identify the most important issue in the case (select only 1):				
Civil			Family Law	
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;">Related to Criminal Matters</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;">Other Family Law</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;">Title IV-D</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;">Parent-Child Relationship</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: _____	<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	<input type="checkbox"/> Lawyer Discipline <input type="checkbox"/> Perpetuate Testimony <input type="checkbox"/> Securities/Stock <input type="checkbox"/> Tortious Interference <input type="checkbox"/> Other: _____		
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 style="width: 48%;"> <i>Probate/Wills/Intestate Administration</i> <input type="checkbox"/> Dependent Administration <input type="checkbox"/> Independent Administration <input type="checkbox"/> Other Estate Proceedings </div> <div style="width: 48%;"> <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

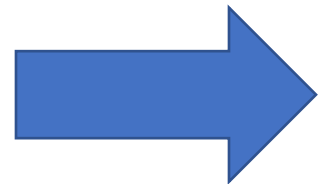
Home / Domicilio _____

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.

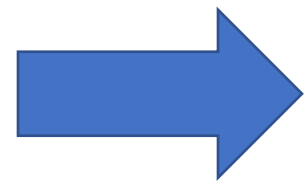
➤ \$_____ from social security / de seguro social.



- \$_____ 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.)	
	\$
	\$
	\$
Total Value of Property Valor Total de Sus Bienes	\$ 0



**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):	
	\$
	\$
Total Monthly Expenses Gastos Totales Mensuales	\$ 0



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 duedas 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



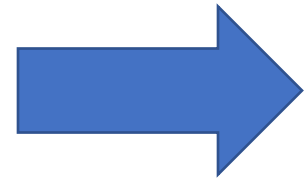
Pase a la siguiente página

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

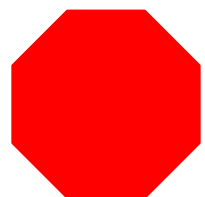
The notary fills out this section.

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

PETITIONER	4. NAME (FIRST MIDDLE LAST SUFFIX) _____		5. MAIDEN LAST NAME (NAME BEFORE 1 ST 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 _____			
RESPONDENT	10. NAME (FIRST MIDDLE LAST SUFFIX) _____		11. MAIDEN LAST NAME (NAME BEFORE 1 ST 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

CHILD 1	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 _____			
CHILD 2	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 _____			
CHILD 3	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 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.