

\*\*\*ALL ORDERS ARE REQUIRED TO BE PROVED UP\*\*\* Orders may be proved up by uncontested docket or prove-up affidavit.

**246<sup>th</sup> Family District Court  
Harris County, Texas**

**Required Orders and Forms for Entry of Final Decree/Orders**

**A. Divorce-No Children:**

- Divorce Decree (signed by all parties)
- BVS 165
- Waiver of Service

**B. Divorce-With Children:**

- Divorce Decree (signed by all parties)
- Income Withholding for Support/Wage Withholding
- Medical Support Order
- BVS 165
- Record of Support Order
- Waiver of Service

**C. SAPCR/Modifications**

- Final Order (signed by all parties)
- Income Withholding for Support/Wage Withholding
- Medical Support Order
- BVS 165
- Record of Support Order
- Waiver of Service

**D. Name Change**

**Adult:**

- Order (Signed, approved by parties as to form & substance)
- Fingerprint Card on file w/ petition
- Copy of I.D.
- Criminal Record (CHFF)

**Child:**

- Order (signed by both parents)
- Child's consent to name change (10+)
- Birth Certificate/Copy of court order establishing parent-child relationship
- Copy of I.D. for both parents
- BVS 165

**DEFAULTS:** You are required to submit the following in addition to the items listed above.

- Citation executed and on file for at least 10 days
- Certificate of Last Known Address
- Servicemember Relief Act Affidavit **with** SCRA record search
- Sworn Inventory and appraisalment (**Divorces only**)
- All Exhibits sent to court reporter, if applicable

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

I \_\_\_\_\_ hereby certify that the above listed documents are being submitted to the court for consideration in Cause No. \_\_\_\_\_.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Attorney/ProSe