

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

Please Circle:     Attorney   or   Pro Se

E-Filed: Yes   or   No

Do you need a record?: Yes   or   No

**\* A Record is needed for a default**

**NOTICE TO ALL LITIGANTS AND ATTORNEYS:**

**REQUIRED: Orders and forms for Entry of Final Decree/Orders**

**DIVORCE - NO CHILDREN**

- ☐ Divorce Decree
- ☐ BVS Form
- ☐ Waiver of Service

**NAME CHANGE - ADULT**

- ☐ Order of Name Change
- ☐ Criminal Record (CHFF)

**DIVORCE WITH CHILDREN**

- ☐ Divorce Decree
- ☐ BVS Form
- ☐ Income Withholding for Support
- ☐ Medical Support Order
- ☐ Child Support Information Sheet
- ☐ Information Required by TFC 105.006

**NAME CHANGE - CHILD**

- ☐ Order of Name Change
- ☐ Both Parents Appear / Signed Order  
\* If not, Waiver is needed.
- ☐ Child's Consent for Name Change  
\* If Applicable
- ☐ Birth Certificate
- ☐ BVS Form

**PATERNITY/CUSTODY/MODIFICATIONS**

- ☐ Final Order
- ☐ BVS Form
- ☐ Income Withholding for Support
- ☐ Medical Support Order

- ☐ Child Support Information Sheet
- ☐ Information Required by TFC 105.006
- ☐ Waiver of Service

If you are proceeding on a **DEFAULT** basis, you are required to submit the following documents in addition to those listed above:

- ☐ Citation (Executed) \* Must be on file for 10 days.
- ☐ Non-Military Affidavit / Military Affidavit
- ☐ Certificate of Last Known Mailing Address
- ☐ Inventory and Appraisal
- ☐ Court Reporter Sheet

I hereby certify that the above listed documents are being submitted to the court for consideration in the above matter as well as certify that the following:

- ☐ The Form entitled "**Order-Appointee's Fees and Payment**" for each appointed professional in my cause is submitted

**OR**

- ☐ The Form entitled "**Order-Appointee's Fees and Payment**" IS NOT SUBMITTED BECAUSE IT'S NOT APPLICABLE, because I hereby certify that there are not an) appointed professionals in this matter such that the form is not applicable.

Signed: \_\_\_\_\_

Attorney or Pro-Se

Printed Name

Date