**REQUIRED ORDERS & FORMS FOR ENTRY OF FINAL DECREE/ORDERS & UNCONTESTED MATTERS for 247th COURT CASES Revised**

**WAIVER/AGREED DIVORCE -NO CHILDREN**

\*Waiver of Citation/Answer/MSA on file

\*Prove-Up/Testimony Affidavit

\*Divorce Decree *(w/all parties’ signatures, if applicable)*

\*BVS 165 *(Information on Suit Affecting the Family Relationship)*

**WAIVER/AGREED DIVORCE W/CHILDREN/SAPCR’s**

\*Waiver of Citation/Answer/MSA on file

\*Prove-Up/Testimony Affidavit

\*Divorce Decree/Agreed Order *(w/all parties’ signatures, if applicable)*

\*Employers Order to Withhold Wages/Income Withholding for Support *(if applicable)*

\*BVS 165 *(Information on Suit Affecting the Family Relationship)*

\*Record of Support Order

\*Medical Child Support Order *(if applicable)*

**DEFAULT DIVORCES, SAPCR’s, PATERNITY, CUSTODY, MODIFICATIONS**

\*Check file for proof of service return (citation) – (**Must be imaged & be on file 10 days)**

\*Decree/Judgment

\*Employer’s Order to Withhold Wages/Income Withholding for Support *(if applicable)*

\*Non-Military Affidavit *(required)*

\*Certificate of Last Known Address *(required)*

\*BVS 165 *(Information on Suit Affecting the Family Relationship - required)*

\*Record of Support Order *(required if there is child or medical support*)

\*Inventory & Appraisement *(****Divorces Only****)*

**CHANGE OF NAMES**

**For Adults:**

\*Criminal Record (**CHFF**) run through the Crime Records Division (DPS) in Austin or FBI (must include fingerprints)

\*Color Copy of Valid State Picture I.D. *(front & back)*

\*Prove-Up/Testimony Affidavit

\*Fingerprint Card on File w/Petition

\*Order Granting Change of Name *(Signed by Petitioner & Attorney, if applicable)*

**For Children:**

\*Both parents must file a Prove-Up/Testimony Affidavit (*if both are Petitioners*)

\*Color Copy of Valid State Picture I.D. for both *(front & back)*

\*Color Copy of Original Birth Certificate *(if not in English must be professionally translated)*

\*Child’s Consent to Name Change Form *(only if minor is over 10 years old)*

\*Waiver of Citation/Service *(if applicable)*

\*Order Granting Change of Name (*Signed by both parents and attorney*)

\*BVS 165 *(Information on Suit Affecting the Family Relationship – Sections 1 & 3)*

**ADOPTION/TERMINATIONS:**

\*Final Order Granting Adoption and Termination

\*Confidential Copy Request Order

\*BVS 160 (***Certificate of Adoption for each child***)

\*BVS 165 *(Information on Suit Affecting the Family Relationship)* **(*for Cases w/Termination only*)**

**ADULT ADOPTIONS**

\*Final Order Granting Adult Adoption (*Signed by All Parties*)

\*Prove-Up/Testimony Affidavit

\*Color Copy of Valid State Picture I.D. *(front & back) (if Pro-se Litigant)*

\*No BVS 160 is necessary

\*Criminal Background needed if Name Change is being requested

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

**\*\*\* ATTORNEY’S MUST ELECTRONICALLY FILE ALL OF THEIR**

 **DOCUMENTS BEFORE THE JUDGE WILL CONSIDER THE**

 **CASE BY SUBMISSION. SELF REPRESENTING LITIGANTS**

 **MAY FILE IN PERSON (the 24 hour Drop Box is located outside 201 Caroline),**

 **ELECTRONICALLY (via** [**www.efiletexas.gov**](http://www.efiletexas.gov)**), or BY MAIL\*\*\***