

REQUIRED ORDERS & FORMS FOR ENTRY OF FINAL DECREE/ORDERS & UNCONTESTED MATTERS for 310th COURT CASES

WAIVER/AGREED DIVORCE -NO CHILDREN

- *Waiver of Citation/MSA on file
- *Divorce Decree (*w/all parties' signatures, if applicable*)
- *BVS 165 (*Information on Suit Affecting the Family Relationship*)

WAIVER/AGREED DIVORCE W/CHILDREN

- *Waiver of Citation/MSA on file
- *Divorce Decree (*w/all parties' signatures, if applicable*)
- *Employers Order to Withhold Wages/Income Withholding for Support
- *BVS 165 (*Information on Suit Affecting the Family Relationship*)
- *Child Support Information Sheet **aka** FOCAS Setup Sheet

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
- *Non-Military Affidavit
- *Certificate of Last Known Address
- *BVS 165 (*Information on Suit Affecting the Family Relationship*)
- *Child Support Information Sheet (*if there is child or medical support*)
- *Inventory & Appraisalment

CHANGE OF NAMES

For Adults:

- *Criminal Record (**CHFF**) run through the Crime Records Division (DPS) in Austin or FBI (must include fingerprints)
- *Order Granting Change of Name (*Signed by Petitioner & Attorney*)

For Children:

- *Both parents must be present unless Waiver of Appearance/Citation is filed by Non-Appearing Parent
- *Original Birth Certificate (To be shown to the Judge)
- *Order Granting Change of Name (*Signed by both parents and attorney*)
- *BVS 165 (*Information on Suit Affecting the Family Relationship*)

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*)
- *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.*****

***** ALL DOCUMENTS/ORDERS MUST BE ELECTRONICALLY
FILED 2 BUSINESS DAYS PRIOR TO YOU APPEARING ON THE
UNCONTESTED DOCKET *****