

# **REQUIRED ORDERS & FORMS FOR FINAL DECREE/ORDERS** **for 311<sup>th</sup> COURT**

## **WAIVER DIVORCE -NO CHILDREN**

- \*Prove-Up Affidavit (No Minor Children)
- \*Waiver of Citation/Service or Respondent's Answer
- \*Final Decree of Divorce
- \*BVS 165 (*Information on Suit Affecting the Family Relationship*)

## **WAIVER DIVORCE W/CHILDREN**

- \*Prove-Up Affidavit
- \*Waiver of Citation/Service or Respondent's Answer
- \*Final Decree of Divorce
- \*Income Withholding for Support (*if applicable*)
- \*Medical Child Support Order
- \*BVS 165 (*Information on Suit Affecting the Family Relationship*)
- \*Record of Support Order (*if there is child support*)

## **DEFAULT DIVORCES, PATERNITY, CUSTODY, MODIFICATIONS**

- \*Check file for proof of service return (Citation) – (Must be imaged & bc on file 10 days)
- \*Final Decree of Divorce/Judgment/Order in Suit
- \*Income Withholding for Support (*if applicable*)
- \*Non-Military Affidavit
- \*Certificate of Last Known Mailing Address
- \*BVS 165 (*Information on Suit Affecting the Family Relationship*)
- \*Record of Support Order (*if there is child support*)
- \*Inventory & Appraisement (*for Divorces Only*)

## **CHANGE OF NAMES**

### **For Adults:**

- \*Criminal Record (CHFF) ran through the Crime Records Division (DPS) in Austin or FBI
- \*Order Granting Change of Name (*Signed by Petitioner & Attorney as to form and substance*)
- \*Copy of Original Birth Certificate
- \*Copy of Social Security Card
- \*Copy of Driver's License

### **For Children:**

- \*Both parents must be present unless Waiver of Appearance/Citation is filed by Non-Appearing Parent
- \*Copy of Birth Certificate of Child
- \*Copy of Driver's License From Both Parents
- \*Copy of Social Security Card for Petitioner(s) and Child
- \*Order Granting Change of Name (*Signed by both parents and attorney*)
- \*BVS 165 (*Information on Suit Affecting the Family Relationship*)

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**ADOPTION/TERMINATIONS:**

- \*Final Order Granting Adoption and Termination
- \*Confidential Copy Request Order
- \*BVS 160 (*Certificate of Adoption for each child*)
- \*BVS 165 (*for Cases w/Termination only*) (*Information on Suit Affecting the Family Relationship*)

**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 \*\*\***