

## **FORMS NEEDED FOR NON-CONTESTED CASES**

### ***Waiver Divorce, No children –***

Waiver of Citation (Must be electronically filed)

Decree

BVS 165

### ***Waiver Divorce with Children –***

Waiver of Citation (Must be electronically filed)

Divorce Decree

Employers Order to Withhold Wages

Medical Child Support Order

BVS 165

H.C. Child Support Information Sheet aka FOCAS Setup Sheet

### ***Default Divorces, Paternity, Custody, Modifications –***

Check file for proof of service return (citation) – (Must be electronically filed & be on file for 10 days)

Decree/Judgment

Employers Order to Withhold Wages (if children)

Medical Child Support Order (if children)

Non-Military Affidavit (Must be electronically filed)

Certificate of Last Known Address (Must be electronically filed)

BVS 165

H.C. Child Support Information Sheet aka FOCAS Setup Sheet (if children)

### ***Name Change –***

For Adults:

Criminal Record (CHFF) ran through the Crime Records Division (DPS) in Austin or FBI (Must be electronically filed)

Certified/Original Birth Certificate of Petitioner

Copy of Driver's License

Copy of Social Security Card

Order Granting Change of Name

For Children:

Both parents must be present unless Waiver of Appearance/Citation is filed by non-appearing parent

Certified/Original Birth Certificate of Child

Copy of Petitioner's Driver's License

Copy of Social Security Card for Petitioner(s) and Child

Order Granting Change of Name

***Adoption/Termination –***

Final Order Granting Adoption and Termination

Confidential Copy Request Order

BVS 160 (Certificate of Adoption for each child)

BVS 165 (for Cases with Termination only)

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