

\$2.00

PROCEDURES FOR NAME CHANGE OF TWO MINORS One Parent as Petitioner

This form packet contains these documents:

1. Name Change Checklist
2. Original Petition for Change of Name of Child
3. Civil Case Information Sheet
4. Consent(s)
5. Notice of Hearing
6. Waiver of Service
7. Respondent's Answer
8. Order Granting Name Change
9. Sample Prove Up

Steps to Follow:

1. Prepare the Original Petition for Change of Name of Child, keeping the basic format shown. You may use this form as a "fill in the blank" if it fits your set of circumstances. This form has space for two children. If you are changing the name of one child, please cross out the sections for the second child. You may also re-write or re-type the forms if they do not fit your circumstances. You will be assigned a case number and court when you file. Sign the declaration on this form under penalty of perjury. (You could be criminally prosecuted for lying on this form.)

2. Have any of the children that are ten years of age or older sign the Consent form.

3. Fill out the Civil Case Information Sheet completely.

4. Make two additional copies of the completed Original Petition and any signed consent forms needed for your case prior to filing. (You do not need a copy of the civil case information sheet.)

5. File the Original Petition and Civil Case Information Sheet in the District Clerk's office on the first floor of the courthouse at 2100 Bloomdale Road in McKinney. If any of the children are ten years of age or older, file the child's signed Consent form(s) with the District Clerk at this time. You will be required to pay a filing fee to the Clerk at this time. The clerk will file-stamp the original and copies with the date and time, and return the copies to you.

6. Give the Respondent's Waiver of Service and Respondent's Answer to the other party along with the copy of the Petition that has been stamped "filed" by the District Clerk. A copy of the filed Petition and Waiver of Service or Answer must be delivered to all parties having a legal interest in the children. This satisfies service of process, rather than having the other party served by a Constable. The following person are entitled to citation:

- a. a parent of the children whose parental rights have not been terminated.
- b. any managing conservator whose parental rights have not been terminated.
- c. any guardian of the children.

The other party should sign the Waiver of Citation in front of a Notary Public. File this signed Waiver in the District Clerk's office.

7. If the other party will not sign the Waiver, then you must have him/her served by a constable. The District Clerk's office can arrange this for you.

8. Once the party is served and files a response, give the **Notice of Hearing** to the District Clerk; the Clerk will arrange to get a hearing date set for you. A copy of the Notice of Hearing with the date filled in and with the Judge's signature must be delivered to all parties having a legal interest in the children as stated above. A Certificate of Service must be completed for each party provided the Notice of Hearing.

9. If you do not know the whereabouts of the other party, you may ask the court to allow you to have them served by publication. You will also need to pay for an attorney ad litem to look for the other party. Please ask for a **Citation by Publication** packet.

10. Prepare the Order Granting Name Change prior to the hearing.

11. At the hearing, you will state the facts of your petition as shown on the Sample Prove Up sheet. The judge will not help or ask questions. Give the Order Granting Name Change to the judge to sign after he or she hears the Prove Up.

Name Change Checklist

Some places to contact after you have changed your name:

- 1. Social Security**
- 2. Motor-vehicle agency**
- 3. Passport agency**
- 4. Financial services, including banks, credit cards, retirement plans, and insurance companies**
- 5. Utilities and phone company**
- 6. Medical services, including doctor, dentist, and health plan**
- 7. Voter registration**
- 8. Employer**
- 9. Estate lawyer, for will and other estate planning documents**
- 10. Schools and alumni groups**
- 11. Airlines and frequent-flier miles**
- 12. Family and friends**

Cause Number: _____

In the Matter of the Name Change of:

In the _____

☐ District Court ☐ County Court at Law

(Print the child's current name - first, middle, last.)

_____, County, Texas

A Child

Petition to Change the Name of a Child or Children

1. Discovery Level

The discovery level in this case, if needed, is Level 2.

2. Petitioner

My name is: _____
First Middle Last

I am the **Petitioner**, the person asking the Court to change the name of a child.

The last three numbers of Petitioner's driver's license number are: _____.

Petitioner's driver's license was issued in (state) _____.

Or ☐ I do not have a driver's license.

The last three numbers of my social security number are: _____.

Or ☐ I do not have a social security number.

I am the child's: (Check one.)

- ☐ Nonparent Managing Conservator or
☐ Legal Guardian.

3. Respondent A – Child's Parent (Check a or b.)

a. ☐ Respondent A is the child's parent. The child's parent's name is:

Print full name of the child's parent.

Respondent A (the child's parent) is the child's:

(Check one.)

- ☐ Managing Conservator
☐ Possessory Conservator
☐ Neither. No conservatorship order is in place between the parent and the child.

(Check one.)

- ☐ I think Respondent A will sign a Waiver of Service (or Answer).
☐ I will have a sheriff, constable, process server, or clerk serve Respondent A with this Petition to Change the Name of a Child at this address:

Street Address City State Zip
If this is a work address, name of business: _____

I ask the clerk to issue Citation of Service (the form necessary to provide legal notice to Respondent A by "Official Service of Process"). I understand that I will need to pay the fee (or file a Statement of Inability to Afford Payment of Court Costs form to show the Court that I am unable to pay the fee) and arrange for service.

- ☐ I cannot find Respondent A. I ask that Respondent A be served by publication. I understand I must file an Affidavit for Citation by Publication and hire a lawyer to serve as attorney ad litem for Respondent A.

- b. ☐ There is no Respondent A because: *(Check one.)*

☐ the child's parent is dead. *(Attach a copy of the death certificate.)*

☐ the child's parent's parental rights have been terminated by court order. *(Attach a copy of the court order of termination.)*

4. Respondent B – Child's Parent *(Check a or b.)*

- a. ☐ Respondent B is the child's parent. The child's parent's name is:

Print full name of the child's parent.

Respondent B (the child's parent) is the child's:

(Check one.)

☐ Managing Conservator

☐ Possessory Conservator

☐ Neither. No conservatorship order is in place between the parent and the child.

(Check one.)

☐ I think Respondent B will sign a Waiver of Service (or Answer).

☐ I will have a sheriff, constable, process server, or clerk serve Respondent B with this Petition to Change the Name of a Child at this address:

Street Address

City

State

Zip

If this is a work address, name of business: _____

I ask the clerk to issue Citation of Service (the form necessary to provide legal notice to Respondent B by "Official Service of Process"). I understand that I will need to pay the fee (or file a Statement of Inability to Afford Payment of Court Costs form to show the Court that I am unable to pay the fee) and arrange for service.

- ☐ I cannot find Respondent B. I ask that Respondent B be served by publication. I understand I must file an Affidavit for Citation by Publication and hire a lawyer to serve as attorney ad litem for Respondent B.

- b. ☐ There is no Respondent B because: *(Check one.)*

☐ the child's parent is dead. *(Attach a copy of the death certificate.)*

☐ the child's parent's parental rights have been terminated by court order. *(Attach a copy of the court order of termination.)*

5. Respondent C – Other Person with Legal Relationship *(Check a or b.)*

- a. ☐ Respondent C's name is: _____

Print Respondent C's full name.

Respondent C is the child's *(Check one.)*

☐ Nonparent Managing Conservator or

☐ Legal Guardian

(Check one.)

☐ I think Respondent C will sign a Waiver of Service (or Answer).

☐ I will have a sheriff, constable, process server, or clerk serve Respondent C with this Petition to Change the Name of a Child at this address:

Street Address

City

State

Zip

I ask the clerk to issue Citation of Service (the form necessary to provide legal notice to Respondent C by "Official Service of Process"). I understand that I will need to pay the fee (or file a Statement of Inability to Afford Payment of Court Costs form to show the Court that I am unable to pay the fee) and arrange for service.

☐ I cannot find Respondent C. I ask that Respondent C be served by publication. I understand I must file an Affidavit for Citation by Publication and hire a lawyer to serve as attorney ad litem for Respondent C.

b. ☐ There is no Respondent C. No other person has a legal relationship with the child.

6. Respondent D – Other Person with Legal Relationship (Check a or b.)

a. ☐ Respondent D's name is: _____
Print Respondent C's full name.

Respondent D is the child's (Check one.)

☐ Nonparent Managing Conservator or

☐ Legal Guardian

(Check one.)

☐ I think Respondent D will sign a Waiver of Service (or Answer).

☐ I will have a sheriff, constable, process server, or clerk serve Respondent D with this Petition to Change the Name of a Child at this address:

Street Address

City

State

Zip

I ask the clerk to issue Citation of Service (the form necessary to provide legal notice to Respondent D by "Official Service of Process"). I understand that I will need to pay the fee (or file a Statement of Inability to Afford Payment of Court Costs form to show the Court that I am unable to pay the fee) and arrange for service.

☐ I cannot find Respondent D. I ask that Respondent D be served by publication. I understand I must file an Affidavit for Citation by Publication and hire a lawyer to serve as attorney ad litem for Respondent D.

b. ☐ There is no Respondent D. No other person has a legal relationship with the child.

7. Respondent E – Other Person with Legal Relationship (Check a or b.)

a. ☐ Respondent E's name is: _____
Print Respondent C's full name.

Respondent E is the child's (Check one.)

☐ Nonparent Managing Conservator or

☐ Legal Guardian

(Check one.)

☐ I think Respondent E will sign a Waiver of Service (or Answer).

☐ I will have a sheriff, constable, process server, or clerk serve Respondent E with this Petition to Change the Name of a Child at this address:

Street Address

City

State

Zip

I ask the clerk to issue Citation of Service (the form necessary to provide legal notice to Respondent E by "Official Service of Process"). I understand that I will need to pay the fee (or file a Statement of Inability to Afford Payment of Court Costs form to show the Court that I am unable to pay the fee) and arrange for service.

☐ I cannot find Respondent E. I ask that Respondent E be served by publication. I understand I must file an Affidavit for Citation by Publication and hire a lawyer to serve as attorney ad litem for Respondent E.

- b. ☐ There is no Respondent E. No other person has a legal relationship with the child. No other person has a legal relationship with the child.

8. Child's Information

The child's information is as follows:

a. Child's Current name: _____
First Middle Last

b. Home Address: _____ County: _____

c. Social Security #: _____ - _____ - _____ or ☐ The child does not have a Social Security #.

d. Birth date: _____
Month / Day / Year

e. Place of birth: _____
City State Country

f. Consent by Child (*Check one.*)

- ☐ Child is younger than 10 years old. Consent is not required.
☐ Child is 10 years old or older and has consented in writing to this name change.

g. Sex Offender Registration (*Check one.*)

- ☐ The child **is not** required to register as a sex offender.
☐ The child **is** required to register as a sex offender. Proof that the child has notified local law enforcement of the proposed name change is attached to this Petition. The requested name change is in the best interest of the public.

h. Are there any court orders about the child already in place? (*Check one.*)

- ☐ There are no court orders regarding the child.
☐ A court made orders involving the child in the following case:

Case/Cause Number _____ in _____
County State

Case type: _____
Print the case type (custody, support, divorce, paternity, etc.)

9. Name Change Request

a. I ask the Court to change the child's name to:

First Middle Last

b. I want to change the child's name because:

c. I believe the requested name change is in the child's best interest.

Additional Child Exhibit Pages are attached (if applicable).

10. Request for Judgment

I ask the Court to order the child's name changed as requested above. I ask for general relief.

Respectfully submitted,



Your Signature

Date

Your Printed Name

Phone

Mailing Address

City

State

Zip

Email Address:

*Fax #
(if any)*

11. Petitioner's Declaration Under Penalty of Perjury

My name is: _____. My date of birth is _____.

My address is: _____.

My email address is _____. My phone number is: _____.

I declare under penalty of perjury that all information in this Petition to Change the Name of a Child is true and correct.

Completed and formally signed on _____ in _____ County,



Your Signature

CIVIL CASE INFORMATION SHEET

CAUSE NUMBER (FOR CLERK USE ONLY): _____

COURT (FOR CLERK USE ONLY): _____

STYLED _____

(e.g., John Smith v. All American Insurance Co; In re Mary Ann Jones; In the Matter of the Estate of George Jackson)

A civil case information sheet must be completed and submitted when an original petition or application is filed to initiate a new civil, family law, probate, or mental health case or when a post-judgment petition for modification or motion for enforcement is filed in a family law case. The information should be the best available at the time of filing.

1. Contact information for person completing case information sheet: Name: _____ Email: _____ Address: _____ Telephone: _____ City/State/Zip: _____ Fax: _____ Signature: _____ State Bar No: _____		Names of parties in case: Plaintiff(s)/Petitioner(s): _____ Defendant(s)/Respondent(s): _____		Person or entity completing sheet is: <input type="checkbox"/> Attorney for Plaintiff/Petitioner <input type="checkbox"/> Pro Se Plaintiff/Petitioner <input type="checkbox"/> Title IV-D Agency <input type="checkbox"/> Other: _____	
				Additional Parties in Child Support Case: Custodial Parent: _____ Non-Custodial Parent: _____ Presumed Father: _____	
2. Indicate case type, or identify the most important issue in the case (select only 1):					
Civil					
Contract <input type="checkbox"/> Debt/Contract <input type="checkbox"/> Consumer/DTPA <input type="checkbox"/> Debt/Contract <input type="checkbox"/> Fraud/Misrepresentation <input type="checkbox"/> Other Debt/Contract: _____ <input type="checkbox"/> Foreclosure <input type="checkbox"/> Home Equity—Expedited <input type="checkbox"/> Other Foreclosure <input type="checkbox"/> Franchise <input type="checkbox"/> Insurance <input type="checkbox"/> Landlord/Tenant <input type="checkbox"/> Non-Competition <input type="checkbox"/> Partnership <input type="checkbox"/> Other Contract: _____		Injury or Damage <input type="checkbox"/> Assault/Battery <input type="checkbox"/> Construction <input type="checkbox"/> Defamation <input type="checkbox"/> Malpractice <input type="checkbox"/> Accounting <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Other Professional Liability: <input type="checkbox"/> Motor Vehicle Accident <input type="checkbox"/> Premises <input type="checkbox"/> Product Liability <input type="checkbox"/> Asbestos/Silica <input type="checkbox"/> Other Product Liability List Product: _____ <input type="checkbox"/> Other Injury or Damage: _____		Real Property <input type="checkbox"/> Eminent Domain/Condemnation <input type="checkbox"/> Partition <input type="checkbox"/> Quiet Title <input type="checkbox"/> Trespass to Try Title <input type="checkbox"/> Other Property: _____	
		Related to Criminal Matters <input type="checkbox"/> Expunction <input type="checkbox"/> Judgment Nisi <input type="checkbox"/> Non-Disclosure <input type="checkbox"/> Seizure/Forfeiture <input type="checkbox"/> Writ of Habeas Corpus—Pre-indictment <input type="checkbox"/> Other: _____		Family Law Marriage Relationship <input type="checkbox"/> Annulment <input type="checkbox"/> Declare Marriage Void Divorce <input type="checkbox"/> With Children <input type="checkbox"/> No Children Post-judgment Actions (non-Title IV-D) <input type="checkbox"/> Enforcement <input type="checkbox"/> Modification—Custody <input type="checkbox"/> Modification—Other Title IV-D <input type="checkbox"/> Enforcement/Modification <input type="checkbox"/> Paternity <input type="checkbox"/> Reciprocity (UIFSA) <input type="checkbox"/> Support Order	
Employment <input type="checkbox"/> Discrimination <input type="checkbox"/> Retaliation <input type="checkbox"/> Termination <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Other Employment: _____		Other Civil <input type="checkbox"/> Administrative Appeal <input type="checkbox"/> Antitrust/Unfair Competition <input type="checkbox"/> Code Violations <input type="checkbox"/> Foreign Judgment <input type="checkbox"/> Intellectual Property <input type="checkbox"/> Lawyer Discipline <input type="checkbox"/> Perpetuate Testimony <input type="checkbox"/> Securities/Stock <input type="checkbox"/> Tortious Interference <input type="checkbox"/> Other: _____		Other Family Law <input type="checkbox"/> Enforce Foreign Judgment <input type="checkbox"/> Habeas Corpus <input type="checkbox"/> Name Change <input type="checkbox"/> Protective Order <input type="checkbox"/> Removal of Disabilities of Minority <input type="checkbox"/> Other: _____	
Tax <input type="checkbox"/> Tax Appraisal <input type="checkbox"/> Tax Delinquency <input type="checkbox"/> Other Tax: _____		Probate & Mental Health Probate/Wills/Intestate Administration <input type="checkbox"/> Dependent Administration <input type="checkbox"/> Independent Administration <input type="checkbox"/> Other Estate Proceedings <input type="checkbox"/> Guardianship—Adult <input type="checkbox"/> Guardianship—Minor <input type="checkbox"/> Mental Health <input type="checkbox"/> Other: _____			
3. Indicate procedure or remedy, if applicable (may select more than 1):					
<input type="checkbox"/> Appeal from Municipal or Justice Court <input type="checkbox"/> Arbitration-related <input type="checkbox"/> Attachment <input type="checkbox"/> Bill of Review <input type="checkbox"/> Certiorari <input type="checkbox"/> Class Action		<input type="checkbox"/> Declaratory Judgment <input type="checkbox"/> Garnishment <input type="checkbox"/> Interpleader <input type="checkbox"/> License <input type="checkbox"/> Mandamus <input type="checkbox"/> Post-judgment		<input type="checkbox"/> Prejudgment Remedy <input type="checkbox"/> Protective Order <input type="checkbox"/> Receiver <input type="checkbox"/> Sequestration <input type="checkbox"/> Temporary Restraining Order/Injunction <input type="checkbox"/> Turnover	
4. Indicate damages sought (do not select if it is a family law case): <input type="checkbox"/> Less than \$100,000, including damages of any kind, penalties, costs, expenses, pre-judgment interest, and attorney fees <input type="checkbox"/> Less than \$100,000 and non-monetary relief <input type="checkbox"/> Over \$100,000 but not more than \$200,000 <input type="checkbox"/> Over \$200,000 but not more than \$1,000,000 <input type="checkbox"/> Over \$1,000,000					

Cause Number: _____

In the Matter of the Name Change of:

In the _____

☐ District Court ☐ County Court at Law

Print the child's current name - first, middle, last.

County, Texas

A Child

Child's Consent to Name Change (For Child Age 10 or Older)

Print your answers

1. My name is _____
first middle last

2. My age is _____

3. The name change is for me.

4. I want my name changed to

First middle last

Child **prints** his/her current name here: _____



Child **signs** here _____

Date the child signed

Cause Number: _____

In the Matter of the Name Change of:

In the _____

☐ District Court ☐ County Court at Law

Print the child's current name - first, middle, last.

_____ County, Texas

A Child

Child's Consent to Name Change **(For Child Age 10 or Older)**

Print your answers

1. My name is _____

*first**middle**last*
2. My age is _____
3. The name change is for me.
4. I want my name changed to

*First**middle**last*

Child prints his/her current name here: _____



Child signs here

Date the child signed

NO. _____

IN THE INTEREST OF

_____ AND

_____,
CHILDREN

§
§
§
§
§

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

COLLIN COUNTY, TEXAS

**NOTICE OF HEARING ON
ORIGINAL PETITION FOR CHANGE OF NAME OF CHILD**

Take notice that the Petitioner's Petition for Change of Name of Child is set for hearing on the

_____ day of _____, 20____, at _____ (time) in the _____

(Court designation) Judicial District Court in the Russell A. Steindam Courts Building, 2100

Bloomdale Road, McKinney, Collin County, Texas 75071.

SIGNED this the _____ day of _____, 20____.

JUDGE PRESIDING

CERTIFICATE OF SERVICE

I certify that a true copy of the Notice of Hearing on Original Petition for Change of name of Child has this day been:

_____ delivered by courier with receipted delivery
_____ sent by certified mail, return receipt requested
_____ sent via facsimile with confirmation

To:

_____ [name of other party] at:

_____ [address of
other party].

On this _____ day of _____.

[Signature]

[Typed or Printed Name]

[Address and Telephone No.]

[E-mail Address]

IN THE MATTER OF THE
NAME CHANGE OF:

_____,
A Child or Children

§ IN THE DISTRICT COURT
§
§ _____ JUDICIAL DISTRICT
§
§ COLLIN COUNTY, TEXAS

**RESPONDENT'S WAIVER OF SERVICE ONLY (Specific Waiver)
(Changing the Name of a Child or Children)**

_____ (*name of Respondent*) appeared in person before
me today and stated under oath:

"I, _____, (*name of Respondent*) am the person named as
Respondent in this case.

"I acknowledge that I have been provided a copy of Petition to Change the Name of a
Child or Children filed in this case. I have read and understand the contents of that document.

"I understand that the Texas Rules of Civil Procedure require, in most instances, that a
party or respondent be served with citation. I do not want to be served with citation, and I waive
the issuance and service of citation.

"I ask that the Court not enter any orders in this case unless the order is signed by me or
unless I have received prior written notice of the date, time, and place of hearing."

"I enter my appearance in this case for all purposes. I agree that a Judge or Associate
Judge in the county and state where this case is filed may make decisions about the Name
Change of Child or Children, even if the Name Change of Child or Children should have been
filed in another county.

"I waive the making of a record of testimony in this case.

"Insofar as this suit is concerned, I waive all rights, privileges, and exemptions existing or that may hereafter exist in my favor under the Servicemembers Civil Relief Act, including the appointment of counsel to represent me in this case.

"I further state that the following information is correct and that my-

Mailing address is: _____

Telephone number is: _____

Email address is: _____

Phone number is: _____

Social Security number is: last three digits _____

Driver's license number and issuing state are: last three digits _____,

_____ (*issuing state*)

(*Signature of Respondent*)

STATE OF TEXAS, COUNTY OF _____

SIGNED under oath before me on _____ (date) by
_____ (Affiant's name).

Notary Public, State of Texas

Cause Number: _____

In the Matter of the Name Change of:

In the _____

☐ District Court ☐ County Court at Law

(Print the child's current name - first, middle, last.)

County, Texas

A Child

Respondent's Answer

INSTRUCTIONS to Respondent: If you decide to use this form:

- Do not sign it until **at least one day after** the *Petition to change the Name of a Child* has been filed (turned in to the court). The child's parent (the Petitioner) should have given you a copy of the *Petition to Change the Name of a Child*. The official court stamp on your copy will tell you when it was filed.
- Fill out this form completely.
- File (turn in) the original signed form to the court where the Petitioner filed the *Petition to Change the Name of a Child*. Keep a copy for your records. Give a copy to the Petitioner.
- Get additional information about child name changes at www.TexasLawHelp.org.

My name is: _____
Print First Middle Last

I am the **Respondent** in this case to change the name of a child.

The last three numbers of my Social Security # are _____. Or ☐ I don't have a Social Security #.

The last three numbers of my driver's license are _____. Or ☐ I don't have a driver's license #.

I am a Respondent in this case to change the name of a child.

1. General Denial

I enter a general denial. I want to be notified of all hearings in this case.

However, if the Petitioner and I reach an agreement and I sign an agreed Order Changing the Name of a Child, I agree that the Judge can enter the Order and finalize this case without my getting notice of the hearing and without my coming to Court.

2. Contact Information

My phone number is:

_____.

My mailing address is: _____
Print Mailing Address City State Zip

My email address is: _____.

My phone number is: (_____) _____.

I understand I *must* notify the Court and Petitioner's lawyer (or Petitioner if Petitioner does not have a lawyer), the other Respondents' lawyers (or the Respondent if she or he does not have a lawyer), in writing, if my mailing address or email address changes during this case.

I understand that, unless I provide notice of changes in my mailing address and email address, all information about this case, including the date and time of hearings, will be sent to me at the mailing address or email address on this form.

3. Request for Relief

I ask the Court for general relief.

→

Respondent's Signature

Date

4. Certificate of Service

I will give a copy of this document to the each party or attorney of record on the same day this document is filed with (turned in to) the Court as required by the Texas Rules of Civil Procedure.

→

Respondent's Signature

Date

Cause Number: _____

In the Matter of the Name Change of:

In the _____

☐ District Court ☐ County Court at Law

County, Texas

(Print the child's current name - first, middle, last.)

A Child

Order Changing the Name of a Child or Children

A hearing took place on (date) _____.

1. Appearances

Petitioner

Petitioner's name is: _____

Petitioner is the child's parent.

Petitioner was present, representing him/herself, and announced ready.

Respondent A – Other Parent (Check a or b.)

a. ☐ Respondent A's name is: _____

Respondent A is the child's other parent.

(Check one.)

- ☐ Respondent A **was present**, representing him/herself, and announced ready.
- ☐ Respondent A **was not present**, but filed an Answer or Waiver of Service and has signed below agreeing to the terms of this Order.
- ☐ Respondent A **was not present**, but was served and has defaulted.

b. ☐ There is no Respondent A because: (Check one.)

- ☐ the child's other parent is dead. A copy of the other parent's death certificate is attached to this Order as Exhibit A.
- ☐ the child's other parent's parental rights have been terminated by court order. A copy of the court order of termination is attached to this Order as Exhibit A.

Respondent B – Other Person with Legal Relationship with Child (Check a or b.)

a. ☐ Respondent B's name is: _____

Respondent B is the child's: (Check one.)

- ☐ Nonparent Managing Conservator
- ☐ Legal Guardian

(Check one.)

- ☐ Respondent B **was present**, representing him/herself, and announced ready.
- ☐ Respondent B **was not present**, but filed an Answer or Waiver of Service and has signed below agreeing to the terms of this Order.

g. Sex Offender Registration (*Check one.*)

- ☐ The child **is not** required to register as a sex offender.
- ☐ The child **is** required to register as a sex offender. Petitioner attached proof to the Petition that the child notified local law enforcement of the proposed name change. The requested name change is in the best interest of the public.

h. Court of Continuing Exclusive Jurisdiction (*Check one.*)

- ☐ There are no court orders regarding the child.
- ☐ A court made orders involving the child in the following case:

Case Number _____ County _____ State _____ Case type (custody, support, divorce etc.) _____

i. The requested name change is in the best interest of the child.

Additional Child Exhibit Pages are attached (if applicable).

5. Orders

The Court **ORDERS** that the child's name is changed

from this name: _____
First Middle Last

to this name: _____
First Middle Last

Any orders requested that do not appear above are denied. This is a final order.


Date of Judgment


 _____
Judge's Signature

Judge's Printed Name

BY SIGNING BELOW, I AGREE TO THE FORM AND SUBSTANCE OF THIS ORDER CHANGING THE NAME OF A CHILD:

Petitioner:  _____
Petitioner's Signature

Respondent A:  _____
Respondent A's Signature

Respondent B:  _____
Respondent B's Signature

Respondent C: _____
Respondent C's Signature

**CHANGE OF NAME OF CHILD PROVE UP QUESTIONS
TWO CHILDREN; ONE PARENT**

Good morning, Your Honor. My name is _____. I am here to prove up my Order Granting Change of Name for my _____ (*number of children*) children.

I am the Petitioner and the parent of _____.
(*present names of child one and child two*)

☐ Respondent is the [father/mother/non-parent managing conservator/guardian] (*select one*) of the child. Respondent:

☐ Was served with citation on _____ (*date*) and has failed to file an answer with the Court. I ask the Court to take judicial notice of the Return of Service that was filed on _____ (*date*) among the papers of the Court.

☐ Was duly served and filed an answer with the Court. Respondent was served with notice of today's trial date on _____ by _____ (*registered mail, etc.*) and has failed to appear. (*Be prepared to show the Court your proof of notice to Respondent*)

☐ Was properly served with citation by publication. An attorney ad litem has been appointed to represent the Respondent for the purpose of service of citation by publication.

☐ Has agreed to the requested change of name by signing a Waiver allowing for the change of name(s) of the child[ren].

☐ There is no Respondent because:

☐ the child's other parent died, and a copy of the death certificate has been filed in this case as Exhibit _____.

☐ the child's other parent's parental rights have been terminated, and a copy of the court order terminating those rights has been filed in this case as Exhibit _____.

No other person has a legal relationship with the children.

CHILD ONE

_____ (present name of child one) is a [male/female] (select one) child born on _____ (date of birth) in _____.
The child's home address is _____ (address).

***If child is 10 years of age or older, ask the Court to take judicial notice of the child's Consent for Name Change which was filed with the Petition for Change of Name among the papers of the court.

(Select one.)

☐ No other court has continuing exclusive jurisdiction of this suit or of _____ (name of Child One), the child who is subject to this suit.

☐ _____ (name of Child One) is subject to the continuing exclusive jurisdiction of the _____ Court of _____ County, Texas.

☐ This court is the court of continuing exclusive jurisdiction as result of prior proceedings involving _____ (name of Child One).

I request that the name of _____ (Child One's full present name) be changed to _____ (full requested name for Child One.)

The reason for this requested name change is (state reason):

REGISTRATION REQUIREMENTS FOR CHILD ONE

_____ (Name of Child One.):
(Select one.)

☐ is not subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure.

☐ is subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure, and as Petitioner's Exhibit # _____

(number), I offer _____ (proof that the appropriate local law enforcement authority has been notified of the proposed change name for child one.) I believe that a change of my child's name is in the interest of the public.

I believe that a change of my child's name is in the best interest of my child.

I ask the Court to grant my child a name change from _____ (present full name of child one) to _____ (requested full name of child one).

CHILD TWO

Repeat the steps that were used for Child One for each subsequent child.

That is all I have, Your Honor.

Give the judge your prepared Order Granting Name Change.

Respectfully submitted,

Signature

Printed Name

State of Texas

County of Collin

SWORN to and SUBSCRIBED before me, the undersigned authority, on the _____ day of _____, 20__, by _____.

Notary Public
State of Texas