

## Instructions and Forms for Child Name Change: One parent filing, other parent will be served.

\$2.00 For Copy Fee

**Warning:** The information and forms in this guide are not a substitute for the advice and help of a lawyer. A lawyer is trained to protect your legal rights. Even if you decide to represent yourself, try to talk to a lawyer about your case before filing anything. Visit the [Legal Help Directory](#) and read [Working with a Private Attorney](#) for more information.

These instructions explain the steps to change a child's name if one parent is filing the request, and the other parent will be served. Each step includes a link to the form or forms needed for that step.

As a service to all Texans, the Harris County Law Library combines TexasLawHelp forms and instructions into downloadable PDF packets, which are available at their [Combined TexasLawHelp Forms Packets page](#).

### Frequently Asked Questions

What if I can't find the other parent?

If you cannot find the other parent after looking really hard, you must have the other parent served by publication in a local newspaper, on the state's public information web site, or both. You must also hire a lawyer to serve as the other parent's **attorney ad litem**. For more information read this article: [Service by Publication \(when you can't find the other parent\)](#). This process is complicated and can be expensive. If you can't find the other parent, talk with a lawyer before going to the next step.

## Frequently Asked Questions

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What if I don't know the identity of the other parent?

If you don't know the identity of the other parent you must have the **unknown parent** served by publication in a newspaper, on the state's service by publication web site, or both. You must also hire a lawyer to serve as the unknown parent's attorney ad litem. This process is complicated and can be expensive. If you don't know the identity of a parent, talk with a lawyer before going to the next step.

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## Checklist Steps

### **Step 1: Fill out your court forms.**

Fill out these forms:

- **Petition to Change the Name of a Child**. This form asks a judge to change your child's name. You must sign this form under penalty of perjury. This means it is a crime to lie on this form. Print your answers using blue or black ink. Do not leave blanks.

Who is the petitioner?

You are the "petitioner," the person asking the court to change the child's name.

Who must be listed as a respondent in the Petition to Change the Name of a Child?

If you are the child's parent, you must list the other parent as the "respondent." If a nonparent has been named as your child's managing conservator or legal guardian you must also list that person as a "respondent." If you are the child's nonparent managing conservator or legal guardian, you must list both parents as "respondents."

Note: The Petition asks for your address. Each respondent will get a copy of your Petition. If you are concerned about a respondent knowing your address, call the Family Violence Legal Line at 800-374-4673 for free advice.

- **Order Changing the Name of a Child** . You will ask the judge to sign this form to change the child's name. Fill out all blanks except: (1) the date of judgment, (2) the judge's signature and (3) the judge's name. You must also sign this form.
- **Information on Suit Affecting the Family Relationship**
- **Civil Case Information Sheet** . If you are filing the case in person at the courthouse, you will need this form.
- **Child's Consent to Name Change (For Child Age 10 or Older)** . This form must be signed by your child if your child is 10 years old or older. It tells the judge that your child wants his or her name to be changed. If your child is 10 years old or older, you cannot change your child's name without his or her consent.
- **Statement of Inability to Afford Payment of Court Costs** . Fill out this additional form if you cannot afford to pay the filing fee for your case. Call the clerk's office in the county where the child lives to learn the filing fee for your case.

Tip: It's a good idea to have a lawyer review your forms after you fill them out. You can hire a lawyer just to review your forms. This is called **limited scope representation** . Use our **Legal Help Directory** tool to search for legal help in your area.

## **Step 2: Make copies.**

Make enough copies of each of the following forms to have one copy for you and one copy for each respondent:

- your completed Petition to Change the Name of a Child, and
- the child's completed Child's Consent to Name Change (if the child is 10 or older).

Make a copy of your Statement of Inability to Afford Payment of Court Costs (if you cannot afford the filing fee) for yourself.

You do not need copies of the Civil Case Information Sheet form or the Information on Suit Affecting the Family Relationship form.

You do not need an extra copy of the Order Changing the Name of a Child form at this stage of the case.

### □ **Step 3: File (turn in) your Petition and other starting forms.**

1. File (turn in) your completed Petition and additional starting forms with the district court clerk (or county court clerk, depending on the specific county) in the county where the child lives.

Note: Check with the clerk of the court in the county where the child lives to learn which court in the county hears name change cases. Depending on the county, name changes may be heard in the district court or county court.

2. Turn in your completed court forms (and copies), except the Order Changing the Name of a Child form. Don't turn in the Order form yet. You will present the Order form to the judge when it is time to finish your case.
3. Tell the clerk you want to have the other parent served in person. This means a sheriff, constable or private process server will deliver the initial court papers to the other parent in person.

Note: If anyone else is listed as a respondent you must have that person served, too, unless they agree to the name change and will sign your proposed Order Changing the Name of a Child and this form:

**Respondent's Original Answer** form.

4. Pay the filing fee and issuance fee (or file your completed Statement of Inability to Afford Payment of Court Costs if you cannot afford the court costs).
5. Ask the clerk if there is a local **standing order** that you need to follow or attach to any of your documents.

6. Ask the clerk if there are local rules you need to know about for your case.
7. The clerk will “file-stamp” your copies with the date and time. The clerk will keep the original and give one copy back to you.
8. The clerk will print a form called a “citation.” The citation tells the other parent that you have filed a child name change case. The citation also tells the other parent that unless he or she files an answer with the court you will be able to finish your case by default—without the other parent. The clerk will attach a copy of your Petition to Change the Name of a Child to the citation. The citation with a copy of your Petition attached are the initial court papers that must be served on the other parent by a constable, sheriff or private process server. Read Step 4 for further instructions.

## **Step 4: Arrange for the other parent to be “served” with the initial court papers.**

It is your responsibility to arrange for the other parent to be served with the initial court papers by a constable, sheriff, or private process server. You cannot serve the initial court papers yourself.

What are the initial court papers? The initial court papers include the citation you got at the clerk’s office with a copy of your Petition attached.

1. Send the initial court papers to a constable, sheriff, or private process server in the county where the other parent can be served.
2. Include the service fee or a file-stamped copy of your Statement of Inability to Afford Payment of Court Costs. (Call first to learn the fee.) Also, include a self-addressed, stamped envelope.
3. The constable, sheriff or private process server will deliver the initial court papers to the other parent in person. The constable, sheriff or private process server will fill out a form called a Return of Service. It tells the court when and where the other parent was served. The completed Return of Service is proof the other parent was served. The other parent will not have to sign anything.
4. The Return of Service must be filed with the court. The constable, sheriff or private process server may file it themselves or they may give

the completed Return of Service form to you. If they give it to you, make a copy and file the original at the courthouse. It must be on file for at least 10 days before you can finish your case, not counting the day it is filed or the day you go to court to finish your case.

Having trouble serving the other parent?

Read [How to Serve the Initial Court Papers \(Family Law\)](#). You can also use [Ask a Question](#) to chat with a law student or lawyer online.

## **Step 5: Wait the required waiting periods.**

Wait the following required waiting periods:

- 20+ day waiting period: From the day the other parent is served, the other parent must have at least 20 days plus the next Monday at 10 a.m. to file an answer with the court.

Find the day the other parent was served on a calendar, count out 20 more days, then go to the next Monday. This is the last day of the other parent's answer period. However, if the other parent files an answer at any time before you finish your case it will still count.

- 10+ day waiting period: The constable, sheriff, or private process server should have completed a Return of Service form stating when the other parent was served.

The Return of Service form must be on file with the court for at least 10 days before you can finish your case.

Important: When counting the 10-day waiting period, do not count the day the Return of Service is filed with the court, and do not count the day you go to court to finish your case.

## **Step 6: Can you finish by default?**

Call the clerk's office to find out if the other parent filed an answer. If the other parent filed an answer, you cannot finish your case by default.

- If the other parent filed an answer and will now agree to sign your completed proposed Order Changing the Name of a Child form, you can finish your case by agreement.
- If the other parent filed an answer and will not agree to sign your completed Order Changing the Name of a Child form, your case is contested. To finish a contested case, you must set a contested final hearing. You must give the other parent at least 45 days' notice of the final hearing. If there are other respondents they must also receive this notice. Read this article to learn more: [How to Set a Contested Final Hearing \(Family Law\)](#). Remember: It's always best to have a lawyer if your case is contested.

If the other parent hasn't filed an answer, you may be able to finish your case without them (by default)—but only if all of the following are true:

- The other parent was properly served by a constable, sheriff, or private process server.
- A Return of Service form (that shows when and where the other parent was served) has been on file with the court for at least 10 days—not counting the day it was filed or the day you go to court.
- At least 20 days plus the next Monday have passed since the other parent was served.
- The other parent has not filed an answer, and does not file one before you finish your case. (Keep in mind: the other parent can still file an answer at any time before your case is finished—even after the 20+ days have passed.)
- If anyone else was named as a respondent in your case:
  - They were also served and did not file an answer, or
  - They signed both a Respondent's Original Answer form and your Order Changing the Name of a Child form to show they agree.

If all of the above are true and you can finish your case by default, fill out these additional forms and make one copy of each form:

- **Certificate of Last Known Mailing Address**
- **Military Status Declaration**

- If your case is in Harris County, fill out a **Military Status Affidavit** instead of a Military Status Declaration. Sign it in front of a notary.)

### **Change in the Law**

In family law cases filed after September 1, 2023, you no longer need to exchange the previously mandatory Required Initial Disclosures.

If your case was filed before September 1, 2023, after a party to a family law case (like a name change) files an answer, both sides are obligated to exchange certain information and documents within 30 days.

The form is here: **Required Initial Disclosures in SAPCRs and Modifications** .

See **Rule 11 Agreements** for information (and forms) about one way to waive required disclosures by agreement.

## **□ Step 7: Get ready for court.**

If you can finish your case by default, call the clerk's office to find out when and where the court hears uncontested child name change cases.

Call the clerk's office again the day before you plan to go to court to make sure the other parent has still not filed an answer. If the other parent has filed an answer, you cannot finish your case by default. Go back to Step 6.

Read **Tips for the Courtroom** for more information about going to court.

## **□ Step 8: Go to court to finish your case.**

Bring the following documents with you to the courthouse on the day you plan to finish your case:

- proposed Order Changing the Name of a Child,
- a file-stamped copy of the Petition to Change the Name of a Child,
- a file-stamped copy of the Child's Consent to Name Change (if applicable),
- a file-stamped copy of the Return of Service form showing when and where the other parent was served,

- a completed Certificate of Last Known Mailing Address form, and
- if you are not the child's parent, a copy of the court order naming you as the child's managing conservator or legal guardian.

When you get to the courthouse, go to the clerk's office.

- Ask the clerk if you need the court file or docket sheet (list of what has been filed in your case).
- Ask the clerk to check one more time to see if the other parent has filed an answer. If the other parent has filed an answer, you cannot finish your case by default. Go back to Step 6.
- File the Certificate of Last Known Mailing Address and the Military Status Declaration (or Military Status Affidavit). Ask the clerk to file stamp your copy of each form. Bring a file-stamped copy of each form with you to court.

When you get to the courtroom, tell the judge's clerk or coordinator that you are there. Sit down until the judge calls your case.

When the judge calls your case:

1. Walk to the front of the courtroom, and stand in front of the judge's bench.
2. The judge will have you raise your right hand and swear to tell the truth.
3. Tell the judge your name and whether you are the child's parent or the child's nonparent managing conservator or legal guardian.
4. Tell the judge you are asking that the child's name be changed.
5. Be prepared to quickly tell the judge why you think changing the child's name is in the child's **best interest**.
6. The judge will listen to what you say, and review your papers.

If everything is in order, and the judge agrees that changing the child's name would be in your child's best interest, then the judge will sign the Order Changing the Name of a Child.

## □ **Step 9: File the signed Order with the clerk.**

After the judge signs your Order Changing the Name of a Child, go back to the clerk's office. File (turn in) the signed Order Changing the Name of a Child. Your case is NOT final until you do so.

1. Get several certified copies of the Order from the clerk. You must pay a small fee for each certified copy.
2. You will need certified copies of the Order to change the child's name on the child's social security card, birth certificate, passport, school records, etc.
3. Each agency will want a certified copy of the Order to keep.
4. You will also want a certified copy of the Order for your records.

## □ **Step 10: After your case is finished.**

You are responsible for notifying the appropriate agencies of your child's new name.

1. To change your child's social security card, contact your local **Social Security Administration** (SSA) office.
2. To change your child's Texas birth certificate, contact the Texas Department of State Health Services–Vital Statistics Unit. Read the Bureau's **Requirements for Requesting/Changing Vital Records page**, which explains birth certificate amendments and includes paperwork for requesting corrections and amendments.

If your child was born in another state, contact the vital statistics office in that state.

3. Contact the **U.S. State Department** to change the name on the child's passport.
4. To change your child's school records, take a certified copy of the Order to your child's school.

## Forms Required

**Petition to Change the Name of a Child [Filed by One Parent]**

**Order Changing the Name of a Child [Filed by One Parent]**

**Civil Case Information Sheet**

**Information on Suit Affecting the Family Relationship (Excluding Adoptions)**

**Child's Consent to Name Change**

**Fee Waiver (Bilingual) - Statement of Inability to Afford Payment of Court Costs or an Appeal Bond**

**Respondent's Answer [Child Name Change]**

**Certificate of Last Known Mailing Address**

**Military Status Affidavit**

**Military Status Declaration**

**Required Initial Disclosures - SAPCR or Modification (cases filed BEFORE September 1, 2023)**

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**Source URL:** *<https://texaslawhelp.org/checklist/instructions-and-forms-for-child-name-change-one-parent-filing-other-parent-will-be-served>*

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

### 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 parent.

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

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

\_\_\_\_\_  
*Print full name of the child's other parent.*

*(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 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 other parent is dead. A copy of the other parent's death certificate is

attached to this Petition 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 Petition as Exhibit A.

**4. 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.)*

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:

\_\_\_\_\_

<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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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 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. No other person has a legal relationship with the child.

No other person has a legal relationship with the Child.

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

a.  Respondent C's name is: \_\_\_\_\_

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

Nonparent Managing Conservator

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 B with this Petition to Change the Name of a Child at this address:

\_\_\_\_\_

<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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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 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.

No other person has a legal relationship with the Child.

### 6. 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.)*

### 7. 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.

### 8. 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* \_\_\_\_\_

\_\_\_\_\_ *Phone* \_\_\_\_\_  
*Your Printed Name*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_ *Fax #* \_\_\_\_\_  
*Email Address:* \_\_\_\_\_ *(if any)*

### 9. 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**

NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA.

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

## 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](http://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 \_\_\_\_\_

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

District Court  County Court at Law  
\_\_\_\_\_ County, Texas

A Child

## Order Changing the Name of a Child

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.

- Respondent B was **not present**, but was served and has defaulted.
- b.  There is no Respondent B. No other person has a legal relationship with the child.

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

- a.  Respondent C's name is: \_\_\_\_\_

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

Nonparent Managing Conservator

Legal Guardian

*(Check one.)*

Respondent C **was present**, representing him/herself, and announced ready.

Respondent C **was not present**, but filed an Answer or Waiver of Service and has signed below agreeing to the terms of this Order.

Respondent C **was not present**, but was served and has defaulted.

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

**2. Record** *(The Court fills out this section.)*

A Court reporter recorded today's hearing.

A Court reporter did not record today's hearing because the parties and judge agreed not to make a record.

**3. Jurisdiction**

The Court finds that it has jurisdiction over this case and the child and that all persons entitled to citation were properly cited.

**4. Findings**

The Court finds that:

a. The child's current name is: \_\_\_\_\_  
*First* *Middle* *Last*

b. The child was a resident of this county at the time this case was filed.

c. The child's birth date is: \_\_\_\_\_  
*Month / Day / Year*

d. The child's place of birth is \_\_\_\_\_  
*City* *State* *Country*

e. The child's social security # is: \_\_\_\_\_ **or**  The child does not have a social security number.

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

The child is younger than 10 years old. Consent is not required.

The 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. 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:

\_\_\_\_\_

<i>Case Number</i>	<i>County</i>	<i>State</i>	<i>Case type (custody, support, divorce etc.)</i>
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i. The requested name change is in the best interest of the child.

**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*