

Cause No.: _____ Court: _____ Judge: _____

CHILD NAME CHANGE CHECKLIST FOR PRO SE LITIGANTS

(designed for parties who are representing themselves in an child name change lawsuit)

Below is a checklist that you **must** complete before appearing in court for your requested name change. If you have additional questions about what is required to obtain a name change, you should confer with an attorney. The reference attorney with the Montgomery County Law Library's Pro Se Services is available to assist litigants with documentation at no cost. To schedule an appointment, you may call 936-539-7976. Additional information may be available at www.texaslawhelp.org (then click on *Family Law and Domestic Violence*, and then click on *Name Change*).

- _____ 1. The petition **must** be filed in the county where the child resides, by a parent, managing conservator, or guardian of the child.
- _____ 2. The petition **must** be verified (notarized), and **must** include:
 - The present name and place of residence of the child
 - The reason a name change is requested
 - The full name requested for the child
 - Whether the child is subject to the continuing exclusive jurisdiction of a court under Chapter 155 of the Texas Family Code
 - Whether the child is subject to the registration requirements of Chapter 62 of the Code of Criminal Procedure (sex offender registration)
- _____ 3. **Vital Statistics Form VS-165**. You must fill out a Texas Department of State Health Services form entitled **Information on Suit Affecting the Family Relationship**. This form may be obtained from the Montgomery County District Clerk's office.
- _____ 4. If the child is 10 years of age or older, the child's written consent to the change of name **must** be attached to the petition.
- _____ 5. Any parent of the child whose parental rights have not been terminated, any managing conservator of the child, and any guardian of the child, who did not otherwise join as a verified petitioner in the petition, **must** be properly served with citation (and be given the appropriate time to answer), or alternatively **must** have signed a proper waiver (which **must** have been signed by such person(s) in front of a notary public and notarized **on a date after** the petition was filed).
- _____ 6. If the child is subject to the registration requirements of Chapter 62 of the Code of Criminal Procedure (sex offender registration), the person petitioning on behalf of the child **must** prove to the court that the child has notified the appropriate local law enforcement authority of the proposed name change, before the court will consider granting a name change.
- _____ 7. **Only after** you have completed all of the above should you contact the assigned court to schedule a court date.
 - You may call **County Court at Law #3 (CCL3) at (936) 539-7977.**
 - You may call the **410th District Court at (936) 539-7860.**
 - You may call the **418th District Court at (936) 538-3618.**
- _____ 8. If you have filed a Statement of Inability or a *Pauper's Oath*, a hearing will first be held regarding your financial circumstances. After such hearing, the court may require that you pay your filing fees before your case will be considered and/or granted.

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