

THE 328TH JUDICIAL DISTRICT COURT

ENTRY OF FINAL DECREES/ORDERS CHECKLIST

ALL REQUIRED DOCUMENTS AND FORMS MUST BE FILED BEFORE THE COURT WILL SIGN A FINAL DECREE/ORDER.

DIVORCE - NO CHILDREN

- Waiver of Citation or Answer
- MSA (*if applicable*)
- Prove-Up Affidavit (*alternatively a Prove Up hearing can be scheduled*)
- Divorce Decree (*w/all parties' and counsels' signatures, if applicable*)
- BVS (Form VS-165)

DIVORCE - WITH CHILDREN

- Waiver of Citation or Answer
- MSA (*if applicable*)
- Prove-Up Affidavit (*alternatively a Prove Up hearing can be scheduled*)
- Divorce Decree (*w/all parties' and counsels' signatures, if applicable*)
- Income Withholding Order (*if applicable*)
- Medical Support Order (*if applicable*)
- Record of Support Order (*if applicable*)
- Parenting Class Certificate
- Inventory and Appraisement (*only if Decree is not signed by all parties*)
- BVS (Form VS-165)

SAPCR/MODIFICATIONS

- Waiver of Citation or Answer
- MSA (*if applicable*)
- Prove-Up Affidavit (*alternatively a Prove Up hearing can be scheduled*)
- Order (*w/all parties' and counsels' signatures, if applicable*)
- Income Withholding Order (*if applicable*)
- Medical Support Order (*if applicable*)
- Record of Support Order (*if applicable*)
- Parenting Class Certificate
- BVS (Form VS-165) (*only for establishment of CEJ, transfer of CEJ, or Name Change of a Child*)

NAME CHANGE-CHILD

- Proof of Service and Notice to both parents, unless Waiver on file
- Written Consent of Minor, if minor child is 10 years or older
- Name Change Order - must be signed by both parents, unless Waiver on file
- BVS (Form VS-165)

NAME CHANGE-ADULT

- Fingerprint card must be attached to the Petition
- Name Change Order

DEFAULTS

You are required to file the following documents, in addition to the items listed above, as applicable:

- Return of Service (*on file for a minimum of 10 days*)
- Certificate of Last Known Address
- Non-Military Affidavit
- Inventory and Appraisement (*divorces only*)