Cause No._____ 505TH DISTRICT COURT

UNCONTESTED MATTERS CHECKLIST – FINAL HEARING

Please use this form only if you and the other party have reached an agreement on all terms

To ensure the timely resolution of your case, **this form and all of the documents listed below** must be filed with the District Clerk's Office **before** your final hearing. Forms may be found online at www.TexasLawHelp.org

DIVORCE - NO CHILDREN – The following documents must be filed before your hearing date. Failure to timely file the required documents may result in your case being dismissed.

1. A signed and notarized Waiver of Service by the Respondent ***or***

    - The Respondent has been served with citation, the return of service has been on file at least 10 days, and respondent's answer date has passed. (*Service must be in compliance with the Texas Rules of Civil Procedure*.)

    - If the Respondent has been served with citation, the answer date has passed, and the Respondent has not filed an answer or made an appearance, then please review the "Default" section below.

2. A Final Decree of Divorce **signed by all parties** (*Completely filled out without blank spaces. If something doesn't apply, please write "N/A". The Court will not sign final decrees with blank spaces.*)

3. Information on Suit Affecting the Family Relationship (BVS, Form VS-165)

DIVORCE - WITH CHILDREN – The following documents must be filed before your hearing date. Failure to timely file the required documents may result in your case being dismissed.

1. A signed and notarized Waiver of Service by the Respondent ***or***

    - The respondent has been served with citation, the return of service has been on file at least 10 days, and respondent's answer date has passed. (*Service must be in compliance with the Texas Rules of Civil Procedure*.)

    - If the Respondent has been served with citation, the answer date has passed, and the Respondent has not filed an answer or made an appearance, then please review the "Default" section below.

2. A Final Decree of Divorce **signed by all parties** (*Completely filled out without blank*

spaces. If something doesn't apply, please write "N/A". The Court will not sign final decrees with blank spaces.)

- A certified copy of any prior custody or child support order(s) (*from any court*) **must be attached** to your Final Decree of Divorce. Please do not file the prior order as a separate document. You may not make changes to the prior Order(s) unless the proper pleadings have been filed.

3. Information on Suit Affecting the Family Relationship (BVS, Form VS-165)

4. Income Withholding for Support, if applicable

5. Medical Support Order, if applicable

SUITS AFFECTING THE PARENT-CHILD RELATIONSHIP (SAPCR) AND MODIFICATIONS – The following documents must be filed before your hearing date. Failure to timely file the required documents may result in your case being dismissed.

1. A signed and notarized Waiver of Service by the Respondent ***or***

   - The respondent has been served with citation, the return of service has been on file at least 10 days, and respondent's answer date has passed. (*Service must be in compliance with the Texas Rules of Civil Procedure*.)

   - If the Respondent has been served with citation, the answer date has passed, and the Respondent has not filed an answer or made an appearance, then please review the "Default Judgments" section below.

2. Final Order **signed by all parties** (*Completely filled out without blank spaces. If something doesn't apply, please write "N/A". The Court will not sign final orders with blank spaces.*)

3. Income Withholding for Support, if applicable

4. Medical Support Order, if applicable

5. Information on Suit Affecting the Family Relationship (BVS, Form VS-165)

NAME CHANGES – The following documents must be filed before your hearing date. Failure to timely file the required documents may result in your case being dismissed.

1. ADULT NAME CHANGE – The Original Petition must be verified (notarized or sworn to under the penalty of perjury) and filled out completely. A Fingerprint card **bearing your current legal name** must be on file.

2. CHILD NAME CHANGE - Requires proof of notice to **both** parents. If the minor child is 10 years or older, the child's written consent must be on file.

3. Order Changing Name – Must be signed by Petitioner or **both** parents if the name

change is for a minor (*Completely filled out without blank spaces. If something doesn't apply, please write "N/A". The Court will not sign final orders with blank spaces.*)

DEFAULTS: To obtain a default judgment, you are required to file the following documents **in addition to the documents listed above**, as applicable:

1. Certificate of Last Known Address – *required for all defaults*
2. Notarized Non-Military Affidavit – *required for all defaults*
3. Final Decree/Order – *required for all defaults*
   - Signed by the person requesting the default judgment (*Completely filled out without blank spaces. If something doesn't apply, please write "N/A". The Court will not sign final orders with blank spaces.*)
4. A sworn (notarized) Inventory and Appraisement – *required in divorces with property over $50,000.* (There is a form on the court's website.)
5. **All cases** - the Return of Service must be on file for a minimum of 10 days prior to your hearing date

I, _____(print name) certify that the above listed documents have been or will be filed for consideration by the court.

IF YOU ARE UNABLE TO FILE THE REQUIRED DOCUMENTS PRIOR TO YOUR HEARING DATE, PLEASE CONTACT THE COURT AND RESET YOUR HEARING TO AVOID DISMISSAL: 505Hearings@FBCTX.GOV

I UNDERSTAND THAT MY CASE MAY BE DISMISSED IF I APPEAR IN COURT AND HAVE FAILED TO TIMELY FILE THE REQUIRED DOCUMENTS.

Date:_____ Signature:_____