

Cause No.: _____

CHILD NAME CHANGE CHECKLIST FOR *PRO SE* LITIGANTS

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

If you are representing yourself, below is a checklist that you must complete before appearing in court for your divorce. **Remember, neither the Grimes County District Clerk nor the Court Staff can give you legal advice.** If you have legal questions you should contact a competent attorney to assist you.

- _____ 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 change of name 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; and
 - whether the child is subject to the registration requirements of Chapter 62 of the Code of Criminal Procedure (sex offender registration).

- _____ 3. 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.

- _____ 4. 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).

- _____ 5. 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.

- _____ 6. **Only after** you have completed all of the above **and** a proposed order has been filed, should you contact the Court Coordinator to schedule a Court date.