

CIVIL CASE INFORMATION SHEET

CAUSE NUMBER (FOR CLERK USE ONLY): _____ COURT (FOR CLERK USE ONLY): _____

STYLED In the Matter of the Change of Name of Jane Marie Doe

(e.g., John Smith v. All American Insurance Co; In re Mary Ann Jones; In the Matter of the Estate of George Jackson)

A civil case information sheet must be completed and submitted when an original petition or application is filed to initiate a new civil, family law, probate, or mental health case or when a post-judgment motion for modification or enforcement is filed in a family law case. The information should be the best available at the time of filing. This sheet, approved by the Texas Judicial Council, is intended to collect information that will be used for statistical purposes only. It neither replaces nor supplements the filings or service of pleading or other documents as required by law or rule. The sheet does not constitute a discovery request, response, or supplementation, and it is not admissible at trial.

| | | | | | |
|--|--|---|--|---|--|
| 1. Contact information for person completing case information sheet: | | Names of parties in case: | | Person or entity completing sheet is: | |
| Name: _____ Email: _____ Jane Marie Doe _____ | | Plaintiff(s)/Petitioner(s): _____ Jane Marie Doe _____ | | <input type="checkbox"/> Attorney for Plaintiff/Petitioner <input checked="" type="checkbox"/> <i>Pro Se</i> Plaintiff/Petitioner <input type="checkbox"/> Title IV-D Agency <input type="checkbox"/> Other: _____ | |
| Address: _____ Telephone: _____ 111 Hill Street (512) 454-1455 | | Defendant(s)/Respondent(s): _____ | | Additional Parties in Child Support Case: _____ | |
| City/State/Zip: _____ Fax: _____ Bell, Texas 12345 | | _____ | | Custodial Parent: _____ | |
| Signature: _____ State Bar No: _____ | | _____ | | Non-Custodial Parent: _____ | |
| _____ | | _____ | | Presumed Father: _____ | |
| | | [Attach additional page as necessary to list all parties] | | | |
| 2. Indicate case type, or identify the most important issue in the case (select only 1): | | | | | |
| <i>Civil</i> | | | <i>Family Law</i> | | |
| Contract | Injury or Damage | Real Property | Marriage Relationship | Post-judgment Actions (non-Title IV-D) | |
| <i>Debt/Contract</i> <input type="checkbox"/> Consumer/DTPA <input type="checkbox"/> Debt/Contract <input type="checkbox"/> Fraud/Misrepresentation <input type="checkbox"/> Other Debt/Contract: _____ | <input type="checkbox"/> Assault/Battery <input type="checkbox"/> Construction <input type="checkbox"/> Defamation <i>Malpractice</i> <input type="checkbox"/> Accounting <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Other Professional Liability: _____ | <input type="checkbox"/> Eminent Domain/Condemnation <input type="checkbox"/> Partition <input type="checkbox"/> Quiet Title <input type="checkbox"/> Trespass to Try Title <input type="checkbox"/> Other Property: _____ | <input type="checkbox"/> Annulment <input type="checkbox"/> Declare Marriage Void <i>Divorce</i> <input type="checkbox"/> With Children <input type="checkbox"/> No Children | <input type="checkbox"/> Enforcement <input type="checkbox"/> Modification—Custody <input type="checkbox"/> Modification—Other | |
| <i>Foreclosure</i> <input type="checkbox"/> Home Equity—Expedited <input type="checkbox"/> Other Foreclosure <input type="checkbox"/> Franchise <input type="checkbox"/> Insurance <input type="checkbox"/> Landlord/Tenant <input type="checkbox"/> Non-Competition <input type="checkbox"/> Partnership <input type="checkbox"/> Other Contract: _____ | <input type="checkbox"/> Motor Vehicle Accident <input type="checkbox"/> Premises <i>Product Liability</i> <input type="checkbox"/> Asbestos/Silica <input type="checkbox"/> Other Product Liability List Product: _____ <input type="checkbox"/> Other Injury or Damage: _____ | Related to Criminal Matters <input type="checkbox"/> Expunction <input type="checkbox"/> Judgment Nisi <input type="checkbox"/> Non-Disclosure <input type="checkbox"/> Seizure/Forfeiture <input type="checkbox"/> Writ of Habeas Corpus—Pre-indictment <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Enforce Foreign Judgment <input type="checkbox"/> Habeas Corpus <input checked="" type="checkbox"/> Name Change <input type="checkbox"/> Protective Order <input type="checkbox"/> Removal of Disabilities of Minority <input type="checkbox"/> Other: _____ | Title IV-D <input type="checkbox"/> Enforcement/Modification <input type="checkbox"/> Paternity <input type="checkbox"/> Reciprocals (UIFSA) <input type="checkbox"/> Support Order | |
| Employment | Other Civil | | Other Family Law | | |
| <input type="checkbox"/> Discrimination <input type="checkbox"/> Retaliation <input type="checkbox"/> Termination <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Other Employment: _____ | <input type="checkbox"/> Administrative Appeal <input type="checkbox"/> Antitrust/Unfair Competition <input type="checkbox"/> Code Violations <input type="checkbox"/> Foreign Judgment <input type="checkbox"/> Intellectual Property | | <input type="checkbox"/> Lawyer Discipline <input type="checkbox"/> Perpetuate Testimony <input type="checkbox"/> Securities/Stock <input type="checkbox"/> Tortious Interference <input type="checkbox"/> Other: _____ | | |
| Tax | | | Probate & Mental Health | | |
| <input type="checkbox"/> Tax Appraisal <input type="checkbox"/> Tax Delinquency <input type="checkbox"/> Other Tax | | | <i>Probate/Wills/Intestate Administration</i> <input type="checkbox"/> Dependent Administration <input type="checkbox"/> Independent Administration <input type="checkbox"/> Other Estate Proceedings | | |
| | | | <input type="checkbox"/> Guardianship—Adult <input type="checkbox"/> Guardianship—Minor <input type="checkbox"/> Mental Health <input type="checkbox"/> Other: _____ | | |
| 3. Indicate procedure or remedy, if applicable (may select more than 1): | | | | | |
| <input type="checkbox"/> Appeal from Municipal or Justice Court <input type="checkbox"/> Arbitration-related <input type="checkbox"/> Attachment <input type="checkbox"/> Bill of Review <input type="checkbox"/> Certiorari <input type="checkbox"/> Class Action | | <input type="checkbox"/> Declaratory Judgment <input type="checkbox"/> Garnishment <input type="checkbox"/> Interpleader <input type="checkbox"/> License <input type="checkbox"/> Mandamus <input type="checkbox"/> Post-judgment | | <input type="checkbox"/> Prejudgment Remedy <input type="checkbox"/> Protective Order <input type="checkbox"/> Receiver <input type="checkbox"/> Sequestration <input type="checkbox"/> Temporary Restraining Order/Injunction <input type="checkbox"/> Turnover | |

(The Clerk's office will fill in the Cause Number and Court Number when you file this form.)

Cause Number: _____

Name Change of:

In the _____
Court Number

☐ District Court ☐ County Court at Law

Jane Marie Doe
Print current full legal name of person asking for name change.

Travis _____ County, Texas

Petition to Change the Name of an Adult

(You must fill out every blank on this form or the judge will not be able to render a decision. Print your answers.)

I. Petitioner

1. My current legal name is:

Jane Marie Doe
First Middle Last

2. I ask the Court to change my legal name to:

Jane Marie Eyre
First Middle Last

3. The reason I want to change my name is:

It is the name my mother wanted me to have but my father didn't let her name me that.

II. Discovery Level

The discovery level in this case, if needed, is Level 1.

III. Personal Information

My personal information is as follows:

1. Home Address: 111 Hill Street, Bell, Travis, Texas 12345
street address city county state zip code

2. Social Security Number: _____

Or ☐ I don't have a Social Security Number.

3. All driver's license numbers issued to me during the last 10 years:

| Driver's License Number | State that Issued License |
|-------------------------|---------------------------|
| D123456 | Texas |
| _____ | _____ |
| _____ | _____ |

Or ☐ I have not had a driver's license during the last 10 years.

4. Date of birth: January 1, 1980
month day year
5. Place of birth: Brentwood, Tarrant, Texas, United States of America
city county state country
6. Gender: (Check one.) ☐ Male ☒ Female
7. Race: Hispanic or Latino

IV. Criminal History

1. Have you ever been **charged** with a Class A or B misdemeanor or a felony? ☐ Yes ☒ No

If yes -- Write your FBI or SID numbers, if known:

FBI (Federal Bureau of Investigations) # _____

SID (State Identification) # _____

List **all** Class A or B misdemeanors and felonies with which you have been charged, whether or not you were convicted. If you need more space, attach an additional page.

| Offense | Case Number | County | Court Number | Court |
|---------|-------------|--------|--------------|---|
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |

2. Have you ever been **convicted** of a felony that has not been pardoned? ☐ Yes ☒ No

If yes -- The court **may** order your name changed **if** at least 2 years have passed since you received a certificate of discharge from the Texas Department of Criminal Justice or completed court ordered community supervision or juvenile probation. *You must attach proof from the Texas Department of Criminal Justice.*

List **all** of your **felony convictions** here. If you need more space, attach an additional page.

| Offense (convicted) | Cause Number | County | Court Number | Court |
|---------------------|--------------|--------|--------------|---|
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |

3. Are you required to register as a sex offender? ☐ Yes ☒ No

If yes -- You must submit to local law enforcement a completed Sex Offender Update Form to notify them that you are changing your name. You must attach a copy of the form you submitted.

V. Prayer

I believe this name change is in my interest or benefit and in the interest of the public.

I ask the Court to make an Order to change my name, and any other Orders I may be entitled to.

I swear under oath that the facts stated in this Petition are true and correct. I understand I could be prosecuted for lying on this form.

*You must either: 1) sign this form in front of a notary public or
2) if you cannot sign in front of a notary public, sign this form and sign and attach a completed "Unsworn Declaration" form.*

Signature of the person asking for a name change.

Date

Notary fills out below.

State of Texas, County of _____
(Print the name of county where this affidavit is notarized.)

Sworn to and subscribed before me, the undersigned authority, on this date: _____

by _____
(Print the name of the person who is signing this Petition. NOT the notary's name.)

(Notary's seal here)

Notary's signature

You MUST attach these documents to your Petition:

- ☐ A legible and complete set of your fingerprints on a fingerprint card in a form acceptable to the Texas Department of Public Safety and Federal Bureau of Investigations. Write "**Exhibit A**" at the top.
- ☐ If you were convicted of a felony and it has been at least 2 years since you were discharged or completed probation or parole, attach proof from the Texas Department of Criminal Justice for each conviction. Write "**Exhibit B**" at the top.
- ☐ If you are required to register as a sex offender, attach a copy of the *Sex Offender Update* form you submitted to local law enforcement notifying them you are asking the Court to change your name. Write "**Exhibit C**" at the top.

CAUSE NO. _____
[To be filled in by District Clerk's Office]

IN RE

§

IN THE DISTRICT COURT OF

§

TRAVIS COUNTY, TEXAS

Petition for Adult's Name Change of:

§

Jane Marie Doe

§

JUDICIAL DISTRICT

[PRINT your, first, middle and last names]

[To be filled in by District Clerk's Office]

FIAT

Take notice that the Petitioner's foregoing Petition for Adult's Name Change is hereby set for hearing on the _____ day of _____, 20____, at _____ [time] in the _____ [name & designation of court] Court of Travis _____ [name of county] County, Texas.

SIGNED this the _____ day of _____.

JUDGE PRESIDING

Print court information exactly as it appears on Petition

Cause Number: _____

Name Change of:

In the _____
Court Number

☐ District Court ☐ County Court at Law

Jane Marie Doe
Print current full legal name of person asking for name change.

Travis County, Texas

Final Order Changing the Name of an Adult

A hearing took place today. The following people were present.

I. Appearances

The Petitioner is: Jane Marie Doe.
Print current first, middle and last legal name of person asking for name change.

The Petitioner appeared in person without an attorney.

II. Jurisdiction

The Court finds that it has jurisdiction over this case and the Petitioner.

III. Record

A court reporter: (Check one.) ☐ did ☐ did not record today's hearing.

IV. Findings

The Court finds that Petitioner's personal information is as follows:

1. Current legal name: Jane Marie Doe
first middle last

2. Home Address: 111 Hill Street, Bell, Travis, Texas 12345
street address city county state zip code

3. Social Security Number: _____

Or ☐ Petitioner does not have a Social Security Number.

4. All driver's license numbers issued to Petitioner during the last 10 years:

| Driver's License Number | State that Issued License |
|-------------------------|---------------------------|
| <u>D123456</u> | <u>Texas</u> |
| _____ | _____ |
| _____ | _____ |

Or ☐ Petitioner has not had a driver's license during the last 10 years.

5. Date of birth: January 1, 1980
month day year

6. Place of birth: Brentwood, Tarrant, Texas, United States of America
city county state country

7. Petitioner is: (Check one.) ☐ Male ☒ Female

8. Petitioner's race is: Hispanic or Latino

9. Petitioner: (Check one.)

☒ does **not** have FBI number or SID number.

☐ Petitioner's FBI (Federal Bureau of Investigations) number is: _____.
Petitioner's SID (State Identification) number is: _____.

10. Petitioner: (Check one.)

☒ has **not** been charged with a class A or B misdemeanor or felony.

☐ **has** been charged with the following class A or B misdemeanors or felonies.

| Offense (crime) | Case Number | County | Court Number | Court |
|-----------------|-------------|--------|--------------|---|
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> District Court |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> County Court |

11. Petitioner: (Check one.)

☒ has **not** been finally convicted of a felony, which has not been pardoned.

☐ **has** been convicted of a felony and at least two years have passed since Petitioner received a certificate of discharge from the Texas Department of Criminal Justice or completed court ordered community supervision or juvenile probation.

12. Petitioner: (Check one.)

☒ is **not** required to register as a sex offender.

☐ **is** required to register as a sex offender and has submitted a Sex Offender Update Form to local law enforcement and provided proof to the Court of the submission.

13. Petitioner's *Petition to Change the Name of an Adult* included a legible and complete copy of Petitioner's fingerprints.

14. Petitioner's change of name is in Petitioner's interest or benefit and is in the interest of the public.

V. Orders

The Court **ORDERS** that Petitioner's name is changed from:

| | | | |
|---------------|--------------|---------------|-------------|
| current name: | <u>Jane</u> | <u>Marie</u> | <u>Doe</u> |
| | <i>first</i> | <i>middle</i> | <i>last</i> |
| to this name: | <u>Jane</u> | <u>Marie</u> | <u>Eyre</u> |
| | <i>first</i> | <i>middle</i> | <i>last</i> |

VI. Other Orders

The Court has the right to make other orders, if needed, to clarify or enforce this order. Any orders requested that do not appear above are denied.

SIGNED ON: _____.



Judge's Signature

These are sample documents for the State of Texas. Actual content differs by state and may vary based on your answers to the LegalZoom questionnaire.

Your answers to the LegalZoom questionnaire have not been applied to these sample documents so they are not fit for use.

legalzoom®

SAMPLE