

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 William Henry 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: Jane Marie Doe	Email: _____	Plaintiff(s)/Petitioner(s): Jane Marie Doe	<input type="checkbox"/> Attorney for Plaintiff/Petitioner <input checked="" type="checkbox"/> Pro Se Plaintiff/Petitioner <input type="checkbox"/> Title IV-D Agency <input type="checkbox"/> Other: _____
Address: 111 Hill Street	Telephone: (512) 454-1455	Defendant(s)/Respondent(s): _____	Additional Parties in Child Support Case: Custodial Parent: _____ Non-Custodial Parent: _____ Presumed Father: _____
City/State/Zip: Bell, Texas 12345	Fax: _____	_____	_____
Signature: _____	State Bar No: _____	_____	_____
		[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 <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: _____ <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: _____	Injury or Damage <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"/> 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: _____	Real Property <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: _____ 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: _____	Marriage Relationship <input type="checkbox"/> Annulment <input type="checkbox"/> Declare Marriage Void <i>Divorce</i> <input type="checkbox"/> With Children <input type="checkbox"/> No Children Other Family Law <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: _____	Post-judgment Actions (non-Title IV-D) <input type="checkbox"/> Enforcement <input type="checkbox"/> Modification—Custody <input type="checkbox"/> Modification—Other Title IV-D <input type="checkbox"/> Enforcement/Modification <input type="checkbox"/> Paternity <input type="checkbox"/> Reciprocity (UIFSA) <input type="checkbox"/> Support Order				
Employment <input type="checkbox"/> Discrimination <input type="checkbox"/> Retaliation <input type="checkbox"/> Termination <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Other Employment: _____			Other Civil <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: _____					
<table style="width:100%; border: none;"> <tr> <th style="width: 20%; text-align: left; padding: 2px;">Tax</th> <th style="width: 40%; text-align: left; padding: 2px;"><i>Probate & Mental Health</i></th> </tr> <tr> <td style="padding: 2px; vertical-align: top;"> <input type="checkbox"/> Tax Appraisal <input type="checkbox"/> Tax Delinquency <input type="checkbox"/> Other Tax </td> <td style="padding: 2px; vertical-align: top;"> <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: _____ </td> </tr> </table>					Tax	<i>Probate & Mental Health</i>	<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: _____
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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

IN THE MATTER OF THE
CHANGE OF NAME OF

(Name of the child now)

William Henry Doe
First Middle Last

A CHILD

§
§
§
§
§

The clerk fills out below.

Case No:

--

In the (check one): ☐ District ☐ County ☐ Justice Court of:

Travis County, Texas

Petition to Change the Name of a Child

Print your answers

No discovery is intended in this case.

I. PETITIONER

1. My name is

Jane Marie Doe
first *middle* *last*

2. My address is: 111 Hill Street, Bell, Texas 12345

3. I am the child's

☒ Parent

☐ Managing Conservator

☐ Legal Guardian

II. CHILD'S LEGAL STATUS

Check one.

☒ No court orders exist involving this child at this time.

☐ A court has made orders involving this child before, in the following case:

Case number

County & State

Type of case
(support, custody, adoption, etc.)

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III. Co-PETITIONER

Check and complete either 1 or 2.

1. ☐ No other adult has a legal relationship with this child because:

(check one):

☐ The other parent is dead. (Attach the death certificate.)

☐ Parental rights were terminated. (Attach the court order of Termination.)

2. ☒ The following person has a legal relationship to this child. (That person must also sign this Petition in front of a notary to show s/he agrees with the name change.)

Name: John James Doe
First middle last

Relationship:

☒ Parent

☐ Managing Conservator

☐ Legal Guardian

IV. NAME CHANGE REQUEST

1. I ask the Court to change this child's name to
Henry Peter Doe
First middle last
2. The reason I want to change this child's name is
Son William Henry Doe has requested that his name be changed to Henry Peter Doe as a way to
honor his grandfather.

V. INFORMATION ABOUT THE CHILD

1. The child's current name is:
William Henry Doe
First middle last
2. Home Address: 111 Hill Street, Bell Texas
street address city state
3. Social Security Number: _____
4. Driver's license number: _____
State that issued license
5. Date of birth and gender: May 1, 2002 ☒ Male – Varón ☐ Female – Mujer
month day year

If the child is 10 or older, the **child** must fill out *Child's Consent to Name Change form*.

6. Place of birth: Burke, Travis, Texas, United States of America
City County State Country
7. This child: ☐ is ☒ is not a registered sex offender.

If the child is a registered sex offender, you must fill out and submit a *Sex Offender Update* form to local law enforcement to tell them you are asking the Court to change your child's name. Attach a copy of the form to this Petition and write **Exhibit A** at the top.

8. I ask the Court to make an Order to change the child's name, and any other Orders the child may be entitled to. I swear under oath that the facts stated in this *Petition* are true and correct.

Do not sign until you are in front of the notary!



Petitioner signs in front of a notary

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 first and last names of the person who is signing this affidavit.)

(Notary's seal here)



Notary's signature

Do not sign until you are in front of the notary!



Co-Petitioner signs in front of a notary

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 first and last names of the person who is signing this affidavit.)

(Notary's seal here)



Notary's signature

Print court information exactly as it appears on your Petition

IN THE MATTER OF THE
CHANGE OF NAME OF

(Name of the child now)

William Henry Doe

First Middle Last

A CHILD

§

§ **Case No:**

§

§ In the (check one): ☐ District ☐ County ☐ Justice Court of:

§ Travis County, Texas

Order to Change the Name of A Child

A hearing took place today, and the following people were present.

I. APPEARANCES

1. The Petitioner was present, without an attorney.

Petitioner's name: Jane Marie Doe
First Middle Last

2. Co-Petitioner's name (the other parent): John James Doe
First Middle Last

3. (check one):

- ☒ The Co-Petitioner was **present** and has signed below, agreeing to this Order.
- ☐ The Co-Petitioner was **not present**, but signed below, agreeing to this order.
- ☐ There is no Co-Petitioner because the child's other parent is dead or parental rights have been terminated by court order.

II. JURISDICTION

The Court received evidence and finds that it has jurisdiction over this case and the parties, that the notice requirements have been met, and that the Petition meets all legal requirements.

III. RECORD

A Court Reporter (check one): ☐ did ☐ did **not** record today's hearing.

IV. FINDINGS

The child's personal information is as follows:

1. Child's current name : William Henry Doe
First Middle Last
2. Home Address: 111 Hill Street, Bell Texas
street address city state
3. Social Security Number: _____
4. Driver's license number: _____
State that issued license
5. Date of birth and gender: May 1, 2002 ☒ Male – Varón ☐ Female – Mujer
month day year
6. Place of birth: Burke, Travis, Texas, United States of America
City County State Country
7. The child (check one):
☒ is **not** a registered sex offender.
☐ **is** a registered sex offender, and the Petitioner notified local law enforcement of the request to change the child's name and provided proof of that notification to the Court.
8. The request to change the name of this child is in the public interest, and is best for this child.

V. ORDERS

The Court orders the child's name be changed from (current name):

Current name: William Henry Doe
First middle last

TO

To this name: Henry Peter Doe
First middle last

VI. Other Orders

The court reserves the right to make further orders to clarify the above orders, if needed. Any orders requested that do not appear above are denied.

Date of Judgment

Judge's name

Judge's signature

Petitioner's signature

Mailing Address: 111 Hill Street, Bell, Texas 12345

street address

city

state

zip

Phone #: (512) 454-1455

Email address: _____

Fax # (if available): _____

Co-Petitioner's signature

Mailing Address: _____

street address

city

state

zip

Phone #: _____

Email address: _____

Fax # (if available): _____

Print court information exactly as it appears on your Petition

IN THE MATTER OF THE
CHANGE OF NAME OF

§

§ **Case No:**

§

§ In the (check one): ☐ District ☐ County ☐ Justice Court of:

§ Travis County, Texas

(Name of the child now)

William Henry Doe

First

Middle

Last

A CHILD

Child's Consent to Change Name

Print your answers

1. My name is William Henry Doe
first middle last

2. My age is 12

3. The name change is for me.

4. I want my name changed to
Henry Peter Doe
First middle last

Child **prints** his/her current name here: William Henry Doe



Child **signs** here

Date the child signed

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.

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SAMPLE