

# Agreed Annulment

Use these instructions & forms if:

- you want a judge to declare your marriage invalid due to reasons that existed at the start of the marriage; you and your spouse do not have any children together and no child is expected; and you and your spouse AGREE about all the issues and will sign the necessary court forms

This packet includes:

1. Instructions for an Agreed Annulment of Marriage Without Children
2. Original Petition to Annul Marriage
3. Respondent's Original Answer
4. Waiver of Service
5. Decree of Annulment
6. Civil Case Information Sheet
7. Information on Suit Affecting the Family Relationship

Note: You may not need all of the forms listed or you may need additional forms. Get more information at [www.TexasLawHelp.org](http://www.TexasLawHelp.org). Talk to a lawyer if you have questions.

## Instructions & Forms for an Agreed Annulment of Marriage without Children

***Warning:** The information and forms in this guide are not a substitute for the advice and help of a lawyer.*

These instructions explain the basic steps to ask a court to annul your marriage. Each step includes a link to the form or forms needed for that step. Click on each step to expand it with more information.

### Use these instructions if:

- you and your spouse do not have any children together and no child is expected, and
- you and your spouse **agree** about all the issues and will both sign the necessary court forms.

### Do NOT use these instructions if:

- your spouse does not agree to the annulment, or
- your case involves a lot of property to be divided.

A lawyer is trained to protect your legal rights. Even if you decide to represent yourself, try to talk to a lawyer about your case before filing anything. Visit the [Legal Help Directory](#) or [Working with a Private Attorney](#) for more information.

## Checklist Steps

### Step 1: Meet the legal requirements.

#### You can ask the Court to annul your marriage if:

- **A spouse of the marriage was under age 18, or**
  - **Note:** If a person is between 16 and 18 years of age and married without parental consent or a court order, the marriage may be annulled. (The case is filed by a next friend on the minor's behalf, a parent, a court-ordered managing conservator, or the minor's guardian of the person.) Talk with a lawyer if this is the reason you are asking the court for an annulment.
- **A spouse was under the influence of alcohol or narcotics, or**
  - **Note:** The spouse asking for the annulment (the petitioner) was under the influence of alcohol or narcotics to the point that they lacked the capacity to consent to the marriage. In addition, the petitioner must not have voluntarily lived with the other spouse once the alcohol or drugs had worn off.
- **Either spouse is permanently impotent, or**
  - **Note:** If either party is permanently impotent (unable to have sexual intercourse) at the time of the marriage and the petitioner was unaware of the impotency at the

time of the marriage, a judge may grant an annulment. In addition, the petitioner must not have voluntarily lived with the other spouse since becoming aware of the impotency.

- **A spouse was convinced to marry the other spouse by fraud, duress, or force, or**
  - **Note:** A marriage may be annulled if a spouse made an important misrepresentation intending to persuade or influence the other spouse into marrying them. In addition, the petitioner must not have voluntarily lived with the other spouse since becoming aware of the fraud or being released from the duress or force.
- **A spouse lacked the mental capacity to enter into the marriage, or**
  - **Note:** A court may order the marriage annulled if either spouse did not have the mental capacity to consent to the marriage or the marriage ceremony. In addition, the petitioner must not have voluntarily lived with the other spouse during a period of time when the petitioner had the mental capacity to realize he/she is married or after the petitioner discovered the other spouse lacked mental capacity to consent to the marriage. If the petitioner is asking for annulment because the *other* spouse lacked mental capacity, the petitioner must also show that he or she did not know or could not reasonably have known that the other spouse lacked capacity.
- **A spouse concealed (hid) a prior divorce, or**
  - **Note:** The petitioner must show that the other spouse was divorced from a third-party within the 30 day window before the marriage and that the petitioner did not know (or a reasonably prudent person could not have known) of the divorce. In addition, the petitioner did not voluntarily live with the other spouse after discovering (or should have discovered) the divorce. The annulment case must be filed within 1 year of the marriage.
- **The spouses were married within 72 hours of the marriage license being issued.**
  - **Note:** To qualify under these facts, the petitioner must file the annulment case within 30 days of the date of the marriage.

If you **meet the legal requirements**, use these instructions to ask for an annulment by filing a Petition for Annulment of Marriage (called an annulment for short).

## **Step 2: Determine where to file for annulment.**

It's important to file for annulment in the correct county. If you file in the wrong county, your case will be dismissed and you will lose your filing fee.

Generally, you can file for annulment in the county:

- where all or a large part of the relevant facts or acts leading to the annulment happened, or
- where you or the respondent lived when the facts, acts, and marriage took place.

In addition, you or your spouse must meet these requirements: You or your spouse must live in Texas, or you must have been married in Texas. If neither you nor your spouse meet the requirements, talk with a lawyer.

Annulments can generally be filed in the same courts that hear divorce cases (district courts), and can also be filed in county courts, depending on the county. After you determine the county where you should file your annulment case, call your local district clerk and ask the clerk which court in your county handles annulment cases.

Read the Common Questions, [Annulment: Answers to Common Questions](#), for more information.

### **Step 3: Fill out the starting forms.**

Fill out an [Original Petition to Annul Marriage \(Petition\) form](#).

The Petition asks the judge to annul your marriage. The Petition also tells your spouse what orders you want the judge to make.

When you fill out the Petition:

- Print your answers using blue or black ink. Do not leave blanks.
- Talk with a lawyer if you have questions or need help.

**Who is the petitioner?** You are the petitioner—the person asking the court for an annulment. You must fill out and sign the Petition. No one else needs to sign the Petition.

**Who is the respondent?** Your spouse is the respondent.

**Note:** The Petition asks for your address. Your spouse will get a copy of the Petition. If you are concerned about your spouse knowing your address, call the Family Violence Legal Line at (800) 374-4673 for free advice.

**Fill out these additional starting forms:**

- [Civil Case Information Sheet](#) (NOTE: the [Texas Supreme Court has repealed the rule requiring the civil case information sheet](#), so you may not need this form).
- [Information on Suit Affecting the Family Relationship](#)

Fill out this additional starting form if you cannot afford to pay the filing fee for your case. Call the district or county clerk's office to learn the filing fee for your annulment case. Learn more here: [Court Fees and Fee Waivers](#).

- [Statement of Inability to Afford Payment of Court Costs](#)

Make copies:

- Make 2 copies of your completed Original Petition to Annul Marriage.
- Make 2 copies of the Statement of Inability to Afford Payment of Court Costs if you are asking the court to waive court costs.

- You do not need copies of the Civil Case Information Sheet or the Information on Suit Affecting the Family Relationship.

#### **Step 4: File (turn in) your starting forms.**

File (turn in) your completed Petition and additional starting forms with the court.

- To file your forms online, go to [E-File Texas](#) and follow the instructions.
- To file your forms in person, take the Petition and additional starting forms (and copies) to the district or county clerk's office in the county you determined is the correct county to file for annulment.

You need to find out if your county has **standing orders**. If it does, you will need to attach a copy of the standing orders to your petition.

#### **At the clerk's office:**

- Turn in your Petition and other starting forms (and copies).
- Pay the filing fee (or file your completed Statement of Inability to Afford Payment of Court Costs if you cannot afford the fee). You can call the clerk's office ahead of time to learn the filing fee for your case.
- Ask the clerk if there is a local standing order that you need to follow or attach to any of your documents.
- Ask the clerk if there are local rules or procedures—like standing orders—that you need to know about for your annulment.
- The clerk will write your “Cause Number” and “Court Number” at the top of the first page of your Petition. (Write these numbers at the top of any document you file in your annulment case.)
- The clerk will “**file stamp**” your copies with the date and time. The clerk will keep the original and give you back your copies. One copy is for you and one copy is for your spouse.

#### **Step 5: Ask your spouse to sign an Answer or Waiver of Service.**

Give your spouse:

- a file-stamped copy of your Original Petition to Annul Marriage, and
- a **blank** [Respondent's Original Answer](#) form or a **blank** [Waiver of Service](#) Only form.

**WARNING!** Do not hand-deliver any papers to your spouse if there has been violence during your relationship, especially if a judge has signed a Protective Order ordering you or your spouse to stay away from the other. You can have your spouse served instead. If you need to have your spouse served, use these instructions instead: **Instructions & Forms for a Default Annulment of Marriage without Children in the checklist below this one.**

Ask your spouse to:

- **(1) Fill out and sign** the [Respondent's Original Answer](#) form - **OR** - the [Waiver of Service Only](#) form. Your spouse can fill out and sign **either** form.
  - The Waiver of Service Only form must be signed in front of a notary. If your spouse plans to sign the Waiver of Service Only form, tell your spouse to sign it in front of a notary at least one day **after** you filed the Petition. Otherwise, your spouse will have to redo it.
  - The Respondent's Original Answer form does not have to be signed in front of a notary.
  - **Note:** If your spouse will not fill out and sign a Respondent's Original Answer form or Waiver of Service Only form, you must have your spouse served by a constable, sheriff or private process server. Use these instructions instead:  
**Instructions & Forms for a Default Annulment of Marriage without Children in the checklist below this one.**
- **(2) Return the signed form to you.**
  - **Tip:** If your annulment is agreed, your spouse must also sign a **completed** Decree of Annulment form. It may save you time to fill out the Decree of Annulment form now and send it to your spouse with the Answer or Waiver of Service. Read **Step 6** for information about filling out the Decree. You can also wait until later in the process to fill out the Decree of Annulment form.

**WARNING!** As of January 1, 2021, once a party to a family law case (such as an annulment) files an answer, waiver of service, or counterpetition, both sides usually must exchange certain information and documents within 30 days. This applies for suits filed on or after January 1, 2021. Talk to a lawyer about exceptions. Complete the [Required Initial Disclosures](#) form. See [Rule 11 Agreements](#) for information (and forms) about one way to waive required disclosures by agreement. Otherwise, complete the Required Initial Disclosures form.

## **Step 6: Fill out the Decree of Annulment.**

Fill out the [Decree of Annulment](#).

You will ask the judge to sign your Decree of Annulment form when it's time to finish your annulment. When signed by the judge, the Decree of Annulment makes orders that your marriage is null and void, and that you have accumulated no community property other than personal effects. It may include other orders depending on your case.

The Decree of Annulment form must be completely filled out (except for the judge's signature) before you go to court. You and your spouse may want to fill out the Decree of Annulment form together.

When you fill out the Decree of Annulment:

- Print your answers using blue or black ink.
- Do not leave blanks.
- Talk to a lawyer if you have questions or need help.

Tip: It's a good idea to have a family law lawyer review your completed Decree of Annulment. You can hire a lawyer just to review your Decree of Annulment. This is called "limited scope representation." You may also be able to talk with a lawyer for free at a legal clinic. If you need help finding a lawyer, you can:

- [Contact your local lawyer referral service.](#)
- Use our [Legal Help Directory](#)
- Check our [Legal Events and Clinics](#) Page

## **Step 7: Ask your spouse to sign the Decree of Annulment.**

Ask your spouse to:

- review and sign your completed *Decree of Annulment* form, and
- return the signed *Decree of Annulment* form to you.

**Note:** Make sure the *Decree of Annulment* form is completely filled out **before** your spouse signs it. You CANNOT make changes to the *Decree* once it has been signed by your spouse, unless your spouse initials each change.

You will also:

- sign the *Decree of Annulment* form - and -
- keep the signed *Decree of Annulment* form until it is time to finish your case.

**Note:** If your spouse filed an answer or waiver of service only but will not sign the *Decree of Annulment* form, your annulment is contested. To finish a contested annulment, you must set a contested final hearing. You must give your spouse at least 45 days' notice of the final hearing. Read this article to learn more: [How to Set a Contested Final Hearing \(in a Family Law Case\)](#). It's always best to have a lawyer if your case is contested.

## **Step 8: Get ready for court.**

Call the clerk's office to find out when and where the court hears uncontested annulment cases.

You must give testimony to the judge when you go to court to finish your annulment. This is sometimes called "prove-up" testimony. You will testify about each of the points in your petition form. Remember, everything you say in court must be true and correct. You can be charged with a crime for lying in court.

Read the article [Tips for the Courtroom](#) for more information about going to Court.

## **Step 9: Go to court to finish your annulment.**

Bring these papers to the courthouse on the day you plan to finish your annulment:

- A file-stamped copy of your *Original Petition to Annul Marriage*.
- A *Waiver of Service* or *Answer* filled out and signed by your spouse.
- A *Decree of Annulment* completely filled out and **signed by both you and your spouse**.

**When you get to the courthouse, go to the clerk's office.**

- Ask the clerk if you need the court file or docket sheet (list of what has been filed in your case).

When you get to the courtroom, tell the clerk you are there and give the clerk your paperwork. Sit down until the judge calls your case.

When the judge calls your case, walk to the front of the courtroom and stand in front of the judge's bench. The judge will ask you to raise your right hand and swear to tell the truth. The judge may ask you questions or may ask you to read your testimony. It's a good idea to write down everything you want to say so you can read it to the judge if you get nervous.

The judge will listen to what you say and review your papers. If everything is in order the judge will sign your *Decree of Annulment*.

### **Step 10: File (turn in) the signed Decree of Annulment.**

After the judge signs your Decree of Annulment, go back to the clerk's office.

- File (turn in) your Decree of Annulment and any other orders signed by the judge. **Your annulment is NOT final until you do so.**
- Get a certified copy of your Decree of Annulment and any other orders signed by the judge from the clerk while you are there. The clerk may charge a fee for the certified copies.

### **Step 11: After your annulment is finished.**

Send a file-stamped copy of your *Decree of Annulment* and any other orders signed by the judge to your spouse.



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

## In the Matter of the Marriage of

**Petitioner**

\_\_\_\_\_  
Print first, middle and last name of the spouse who filed for annulment.

and

In the \_\_\_\_\_  
(Court Number)

- ☐ District Court  
☐ County Court at Law

**Respondent**

\_\_\_\_\_  
Print first, middle and last name of other spouse.

\_\_\_\_\_ County, Texas

## Original Petition to Annul Marriage

Print your answers.

**My name is:** \_\_\_\_\_  
First Middle Last

I am the **Petitioner**. I am filing this Original Petition to Annul Marriage.

The last three numbers of my driver's license number are: \_\_\_\_ \_ .

My driver's license was issued in (State) \_\_\_\_\_.  
or ☐ I do not have a driver's license number.

The last three numbers of my social security number are: \_\_\_\_ \_ .  
or ☐ I do not have a social security number.

My spouse's name is: \_\_\_\_\_  
First Middle Last

My spouse is the **Respondent**.

### 1. Discovery Level

The discovery level in this case, if needed, is level 2.

### 2. Legal Notice (Check one box.)

Your spouse has the right to be notified that you have filed for an annulment of your marriage.

- ☐ I think my spouse will sign a Waiver of Service (or Answer). Do not send a sheriff, constable, or process server to serve my spouse with a copy of this Petition to Annul Marriage at this time.
- ☐ I will have a sheriff, constable, process server or clerk serve my spouse with this Petition to Annul Marriage here:

\_\_\_\_\_  
Street Address City State Zip

If this is a work address, name of business: \_\_\_\_\_

I ask the clerk to issue a Citation of Service (the form necessary to provide legal notice to my spouse by "Official Service of Process"). I understand that I will need to **pay the fee** (or file a Statement of Inability to Afford Payment of Court Costs if am unable to pay the fee) and **arrange for service**.

- ☐ I cannot find my spouse. I ask that my spouse be served by posting or publication. I understand I must file an Affidavit for Citation by Posting or Affidavit for Citation by Publication depending on my case. If my spouse and I have property, I understand I must also hire a lawyer to serve as attorney ad litem for my spouse.

### 3. Jurisdiction

#### 3A. County Residence Requirement

(Check all boxes that apply.)

- ☐ I have lived in this county for the last 90 days.
- ☐ My spouse has lived in this county for the last 90 days.
- ☐ I am serving in the armed forces or other government service outside of Texas, but this county has been the home county of either my spouse or me for at least 90 days.
- ☐ I have accompanied my spouse who is serving in the armed forces or other government service outside of Texas, but this county has been the home county of either my spouse or me for at least 90 days.

**Note:** You cannot file for annulment in Texas until you **or** your spouse has lived in the county where you are asking for a divorce for at least the last 90 days and in Texas for at least the last six months.

There are special rules for military families and others who are absent from the state due to government service.

Get more information at  
[www.TexasLawHelp.org](http://www.TexasLawHelp.org).

#### 3B. Texas Residence Requirement

(Check all boxes that apply.)

- ☐ I have lived in Texas for the last six months.
- ☐ My spouse has lived in Texas for the last six months.
- ☐ I am serving in the armed forces or other government service outside of Texas, but Texas is the home state of either my spouse or me and has been for at least 6 months.
- ☐ I have accompanied my spouse who is serving in the armed forces or other government service outside of Texas, but Texas is the home state of either my spouse or me and has been for at least 6 months.

#### 3C. Personal Jurisdiction over Spouse

(Check one box.)

- ☐ My spouse lives in Texas.
- ☐ My spouse does not live in Texas.

(If your spouse does not live in Texas, check any boxes that apply below.)

- ☐ My spouse agrees that a Texas court can make orders in this annulment. My spouse will file a Waiver of Service (or Answer).
- ☐ Texas is the last state where we lived together as a married couple. This Petition to Annul Marriage is filed less than two years after we separated.

#### 3D. Personal Jurisdiction over Spouse

- ☐ My marriage took place in Texas.

### 4. Marriage

My spouse and I got married on: \_\_\_\_\_  
Month Day Year

We were married in \_\_\_\_\_ in \_\_\_\_\_ County, \_\_\_\_\_  
City County Name State

### 5. Grounds

At the time of the marriage:

(Check one box.)

- ☐ I was under the influence of alcoholic beverages or narcotics, and as a result, did not have the capacity to consent to the marriage. I have not voluntarily lived with the Respondent since the effects of the alcoholic beverages or narcotics ended.

- ☐ Either the Respondent or I, for physical or mental reasons, was impotent (unable to have sexual intercourse). I did not know of the impotency at the time of the marriage, and I have not voluntarily lived with the Respondent since learning of the impotency.
- ☐ Respondent used fraud, duress, or force to induce me to marry and I have not voluntarily lived with the Respondent since learning of the fraud or being released from the duress or force.
- ☐ I did not possess the mental capacity to consent to marriage or to understand the nature of the marriage ceremony because of mental disease or defect. Since the marriage ceremony, I have not voluntarily lived with the Respondent during a period when I possessed the mental capacity to recognize the marriage relationship.
- ☐ Respondent did not possess the mental capacity to consent to marriage or to understand the nature of the marriage ceremony because of mental disease or defect. At the time of the marriage, I did not know of the Respondent's mental disease or defect, and I have not voluntarily lived with the Respondent since I discovered the Respondent's mental disease or defect.
- ☐ Respondent concealed a divorce that took place within the 30 day period before the marriage ceremony. At the time of the marriage ceremony, I did not know about the divorce and I have not lived with the Respondent since I found out about the divorce. It has been less than 1 year since the marriage occurred.
- ☐ The Respondent and I were married less than 72 hours after the marriage license was issued. A court did not sign an order waiving the 72-hour waiting period and none of the exceptions set out in Texas Family Code 2.204(b) apply. (At the time of the marriage, I was not a member of the U.S. armed forces on active duty, I did not perform work for the U.S. Department of Defense as an employee or under a contract with the Department, and I did not seek a waiver based upon completion of a premarital course as set out in Texas Family Code 2.204(b)(4).) And, it has been less than 30 days since the marriage took place.

## 6. No Child of Marriage

No child was born or adopted during the marriage.

## 7. Is the Wife Pregnant?

(Check one box.)

- ☐ The wife in this marriage **is not** pregnant.
- ☐ The wife in this marriage **is** pregnant. I understand that I cannot finish the divorce until after the child is born.

(If the wife is pregnant, also check one box below.)

- ☐ The husband **is** the father of this child. I ask the court to include orders for custody, visitation, child support and medical support for the child in the Final Decree of Divorce.
- ☐ The husband **is not** the father of this child. I understand that paternity of the child must be established before I can finish the divorce. (Get information about establishing paternity at [www.TexasLawHelp.org](http://www.TexasLawHelp.org).)

## 8. Property

No community property was accumulated by the parties during the marriage other than personal effects, which should be awarded to the person having possession.

## 9. Confirmation of Name

(Check all boxes that apply.)

☐ Petitioner's name before the ceremony was: \_\_\_\_\_  
Print First Middle Last

This former name should be confirmed by the Court as Petitioner's lawful name.

☐ Respondent's name before the ceremony was: \_\_\_\_\_  
Print First Middle Last

This former name should be confirmed by the Court as Respondent's lawful name.

## 10. Protective Order Statement

(Check the appropriate boxes below. Fill in the requested information.)

**Note:** You must provide information about any protective order or pending application for protective order involving you and your spouse or a child of either you or your spouse. This includes information about any: (1) family violence protective order, (2) sexual assault, sexual abuse, trafficking, or stalking protective order; or (3) emergency protective order issued after an arrest. You must also attach to this petition a copy of any protective order (even if it's expired) in which one spouse or child of either spouse was the applicant or victim and the other spouse was the respondent or defendant. If your divorce petition does not accurately reflect whether there is a protective order against either spouse, the Court may require you to file an amended petition.

### 10A. No Protective Order

- ☐ I **do not** have a protective order against my spouse and I have not asked for one.  
☐ My spouse **does not** have a protective order against me and has not asked for one.

### 10B. Pending Protective Order

- ☐ I **have** filed paperwork at the courthouse asking for a protective order against my spouse, but a judge has not decided if I should get it. I asked for a protective order on \_\_\_\_\_  
Date Filed  
in \_\_\_\_\_ County, \_\_\_\_\_. The cause number is \_\_\_\_\_.  
County State Cause Number  
If I get a protective order, I will file a copy of it before any hearings in this divorce.

- ☐ My spouse **has** filed paperwork asking for a protective order against me, but a judge has not decided if my spouse will get it. My spouse asked for a protective order on \_\_\_\_\_  
Date Filed  
in \_\_\_\_\_ County, \_\_\_\_\_. The cause number is \_\_\_\_\_.  
County State Cause Number  
If my spouse gets a protective order, I will file a copy of it before any hearings in this divorce.

### 10C. Protective Order in Place

- ☐ I **do have** a protective order against my spouse. I got the protective order in \_\_\_\_\_  
County State on \_\_\_\_\_  
County State Date Ordered  
The cause number for the protective order is \_\_\_\_\_.  
Cause Number  
Either I have attached a copy of the protective order to this petition or I will file a copy of it with the court before any hearings in this divorce.
- ☐ My spouse **does have** a protective order against me. The protective order was made in \_\_\_\_\_  
County State on \_\_\_\_\_  
County State Date Ordered  
The cause number for the protective order is \_\_\_\_\_.  
Cause Number  
Either I have attached a copy of the protective order to this petition or I will file a copy of it with the court before any hearings in this divorce.

**Note:** You MUST attach a copy of **any** protective order issued for you against your spouse **or** issued for your spouse against you, no matter when the protective order was issued.

## 11. Request for Judgment

I ask the Court to grant my annulment. I also ask the Court to make the other orders I have asked for in this Petition and any other orders to which I am entitled.

Respectfully,

→

Petitioner's Signature

Date

Petitioner's Printed Name

(      )

Phone Number

Mailing Address

City

State

Zip

Email

Address:

Fax (if available)

**Warning:** Each Respondent will get a copy of this form. If you are concerned about a Respondent learning your address, call the Hope Line at 800-374-4673(HOPE) for free advice before filing this form with the court.

**I understand that I must notify the Court and the Respondent's attorney (or the Respondent if the Respondent does not have an attorney) in writing if my mailing address or email address changes during these proceedings.** If I don't, any notices about this case will be sent to me at the mailing address or email address on this form.

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

## In the Matter of the Marriage of

Petitioner \_\_\_\_\_  
Print first, middle and last name of the spouse filing for annulment.

In the \_\_\_\_\_  
Court Number

and

☐ District Court  
☐ County Court at Law

Respondent \_\_\_\_\_  
Print first, middle and last name of other spouse.

\_\_\_\_\_  
County,  
Texas

## Respondent's Answer to Petition to Annul Marriage

**WARNING to Respondent:** Without the advice and help of an attorney, you may be putting yourself, your property, and your money at risk. For a referral to an attorney, or if you are poor to the nearest Legal Aid Office, call the State Bar of Texas Lawyer Referral Information Service at 800-252-9690. If you are a victim of family violence, or if at any time you feel unsafe, you can get confidential help from the National Domestic Violence Hotline at 800-799-7233 or legal help from the Texas Advocacy Project Family Violence Legal Line at 800-374-4673.

**WARNING to Out-of-State Respondent:** Filing an Answer with the Court enters your appearance in this case. Talk to an attorney **before** filing an Answer, if you **1) do not live in Texas** and 2) do **not** want a Texas court to have the power to make orders that would impose a personal obligation on you. Such orders could include orders dividing your property and debts, ordering you to pay child support, and (if requested by your spouse) ordering you to pay spousal maintenance, court costs and attorney's fees. If you file an Answer (or any other pleading) before filing a Special Appearance, you will give up your right to argue that Texas can't make such orders because you live out-of-state. Ask a Texas attorney to help you determine if Texas has personal jurisdiction over you.

**INSTRUCTIONS to Respondent:** If you decide to use this form:

- Do not sign it until **at least one day after** the Original Petition to Annul Marriage has been filed (turned in to the court). Your spouse should have given you a copy of the Original Petition to Annul Marriage. The official court stamp on your copy will tell you when it was filed.
- Fill out this form completely.
- File (turn in) the original signed form to the court where your spouse filed the Original Petition to Annul Marriage. Keep a copy for your records. Give a copy to your spouse.
- Get additional information about annulment at [www.TexasLawHelp.org](http://www.TexasLawHelp.org).

(Print your answers)

My name is: \_\_\_\_\_  
First Middle Last

I am the Respondent in this case.

The last three numbers of my driver's license number are: \_\_\_\_ \_ .

My driver's license was issued in (State) \_\_\_\_\_.

Or ☐ I do not have a driver's license number.

The last three numbers of my social security number are: \_\_\_\_ \_ .

Or ☐ I do not have a social security number

### 1. General Denial

I enter a general denial. I want to be notified of all hearings in this case.

## 2. Contact Information

My mailing address is: \_\_\_\_\_  
Mailing Address City State Zip

My phone number is: \_\_\_\_\_.

My email address is \_\_\_\_\_.

I understand I must notify the Court and my spouse's attorney or my spouse (if my spouse does not have an attorney) in writing if my mailing address or email address changes during this case. If I don't, I understand that all information about this case, including the date and time of hearings, will be sent to me at the mailing address or email address on this form.

## 3. Confirmation of Prior Name

Prior to the marriage ceremony, my full name was:

PRINT: First Middle Last

The Court should confirm this former name as my lawful name.

## 4. Discovery Level

The discovery level in this case, if needed, is: **(Check one box.)**

- ☐ Level 1. (Check here if you and your spouse have more than \$0 and less than \$250,000 in property.)  
☐ Level 2. (All **other** couples check here.)

## 5. Required Initial Disclosures

I understand that spouses in an annulment must usually exchange **initial disclosures** of the information and material described in Texas Rules of Civil Procedure, Rule 194.2.

**Check all that apply.**

- ☐ I believe my spouse and I will agree to waive the exchange of initial disclosures.  
☐ This action involves domestic violence and is exempt from the required initial disclosure requirement

## 6. Prayer

I ask the Court for general relief.



Respondent's Signature

Date

Respondent's Printed Name

Phone Number

Mailing Address

City

State

ZIP

Email Address

Fax # (if available)

## Certificate of Service

I will give a copy of this document to my spouse's attorney or my spouse (if my spouse does not have an attorney) on the same day this document is filed with (turned in to) the Court as follows:

If I file this document electronically, I will send a copy of it to my spouse or my spouse's attorney through the electronic file manager if possible. If not possible, I will give a copy to my spouse or my spouse's attorney in person, by mail, by commercial delivery service, by fax, or by email.

If I file a paper copy of this document, I will give a copy of it to my spouse or my spouse's attorney in person, by mail, by commercial delivery service, by fax, or by email.



Respondent's signature

Date



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

**In the Matter of the Marriage of:**

**Petitioner:** \_\_\_\_\_  
Print first, middle and last name of the filing spouse.

In the \_\_\_\_\_  
(Court Number)

- ☐ District Court  
☐ County Court at Law

and

**Respondent:** \_\_\_\_\_  
Print first, middle and last name of other spouse.

County \_\_\_\_\_ Texas

**Respondent's Waiver of Service Only (Specific Waiver)**  
**(Annulment)**

**INSTRUCTIONS to Respondent.** If you decide to use this form:

- Do not sign it until **at least one day after** the Original Petition to Annul Marriage has been filed (turned in to the court). If you sign this form before then, you will have to redo it. Your spouse should have given you a copy of the Original Petition. The official court stamp on your copy will tell you when it was filed.
- Fill out this form completely. You **MUST** include your mailing address.
- **Sign this form in front of a notary.** Do not sign until you are standing in front of the notary.
- File (turn in) the original signed form to the court where your spouse filed the Original Petition. Keep a copy for your records. Give a copy to your spouse.
- Get additional information about annulments and suits to declare marriage void at [www.TexasLawHelp.org](http://www.TexasLawHelp.org).

**The person who signed this affidavit appeared, in person, before me, the undersigned notary, and stated under oath:**

"I am the Respondent in this case.

"My name is: \_\_\_\_\_  
First Middle Last

"My mailing address is: \_\_\_\_\_  
Mailing Address City State Zip

"My phone number is: \_\_\_\_\_.

"My email address is: \_\_\_\_\_.

"My fax number (if available) is: \_\_\_\_\_.

"The last three numbers of my driver's license number are: \_\_\_\_\_. My driver's license was issued in (state): \_\_\_\_\_.

or ☐ I do not have a driver's license number.

"The last three numbers of my social security number are: \_\_\_\_\_.  
or ☐ I do not have a social security number.

"I have been given a copy of the Original Petition to Annul Marriage filed in this case. I have read the Original Petition to Annul Marriage and understand what it says. I do not give up my right to review a different Petition to Annul Marriage if it gets changed (amended).

"I understand that I have the right to be given a copy of the Original Petition for Annulment by a constable, sheriff or other official process server (legal notice). I do not want to be given legal notice. I give up my right to legal notice.

"I ask that the Court not enter any orders in this case unless the order is signed by me or unless I have received prior written notice of the date, time, and place of hearing.

"If I reach an agreement and sign a Final Decree of Annulment, the court can enter the Decree without me being present and without giving me notice. If I sign an agreed Final Decree of Annulment, I do not want a court reporter to make a record of the testimony.

"I understand that by signing this form I am entering an appearance in this case. I agree that a judge or associate judge in the county and state where this case is filed may make decisions about it, even if it should have been filed in another county.

**"I understand that I must let the Court and my spouse's attorney (or my spouse if my spouse is not represented by an attorney) know in writing if my mailing address or email address changes during this case.** If I do not, then I understand that any notices about this case will be sent to me at the mailing address or email address on this form.

**Military Status (Check one box.)**

☐ I am not in the military.

☐ I am in the military. I agree to the provisions stated above and I waive only the rights, privileges, and exemptions I have under the Servicemember's Civil Relief Act that are contrary to those provisions.

**Name Change (Check one box.)**

☐ I am NOT asking the court to change my name."

☐ I ask the Court to change my name back to a name I used before my marriage. I am not asking the court to change my name to avoid criminal prosecution or creditors."

First	Middle	Last
-------	--------	------



Signature of Respondent

(Do NOT sign until you are in front of a notary.)

Date

**Notary fills out below.**

State of \_\_\_\_\_  
(Print name of state where this Affidavit is notarized)

County of \_\_\_\_\_  
(Print the name of the county where this Affidavit is notarized)

Sworn to and subscribed before me, the undersigned notary, on this date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
at \_\_\_\_\_ a.m./p.m. Month Day Year  
Time circle one

by \_\_\_\_\_  
(Print name of person who is signing this Affidavit. NOT the notary's name.)

[Notary Stamps Here]



Notary's Signature

Cause Number: \_\_\_\_\_

**In the Matter of the Marriage of:**

Petitioner: \_\_\_\_\_

Print first, middle and last name of spouse filing for annulment.

In the \_\_\_\_\_  
(Court Number)

☐ District Court ☐ County Court of:

And

Respondent: \_\_\_\_\_

Print first, middle and last name of other spouse.

County,  
Texas

## Decree of Annulment

A hearing took place today, and the following people were present. There was no jury because neither party asked for one.

### 1. Appearances

#### Petitioner

The Petitioner's name is: \_\_\_\_\_  
First Middle Last

(Check one box.)

- ☐ The Petitioner **was present**, self-represented, and has agreed to the terms of this Decree of Annulment.
- ☐ The Petitioner **was not present**, but has signed below, agreeing to the terms of this Decree of Annulment.

#### Respondent

The Respondent's name is: \_\_\_\_\_  
First Middle Last

(Check one box.)

- ☐ The Respondent **was present**, self-represented, and agrees to the terms in this Decree.
- ☐ The Respondent **was not present** but was served, filed an Answer, or signed a Waiver of Citation, and: **(Check all that apply.)**
- ☐ has signed below, agreeing to the terms in this Decree of Annulment.
  - ☐ agreed in the Waiver that the judge can finalize the annulment, without giving the Respondent notice of this hearing.
  - ☐ has defaulted. The Petitioner has filed a Certificate of Last Known Address and an Affidavit of Non-Military Status.

## 2. Record

A court reporter (**Check one**):

- ☐ did not record today's hearing because the parties and judge agreed not to make a record.  
☐ recorded today's hearing.

## 3. Jurisdiction

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

## 4. Findings

The Court finds the material allegations (grounds for annulment) in the Original Petition to Annul Marriage are true and that the marriage should be annulled.

The Court finds that no child was born to or adopted by Petitioner and Respondent, and no child is expected.

The Court finds that Petitioner and Respondent did not accumulate any community property during the marriage, other than personal effects.

## 5. Annulment Granted

IT IS ORDERED that the marriage between Petitioner and Respondent is null and void.

## 6. Family Violence Statement

It has been represented to the Court that: (**Check ONLY the option that applies to the situation.**)

- ☐ There has been no family violence during this lawsuit, while the divorce was pending, or during the two years prior to the filing of this lawsuit.  
or  
☐ There has been family violence during this lawsuit, while the divorce was pending, or during the two years prior to the filing of this lawsuit.

## 7. Property

IT IS ORDERED that Petitioner take as his or her sole and separate property all the property that is presently in Petitioner's possession and that Respondent take as his or her sole and separate property all the property that is presently in Respondent's possession.

## 8. Name Confirmation

IT IS ORDERED that the name of (**check one**): ☐ Petitioner ☐ Respondent is the name used before marriage, as it appears below:

---

First

Middle

Last

## 9. Court Costs

The costs of court shall be paid by the spouse who incurred them to the extent the party is required to pay such costs. A spouse who filed an Affidavit of Indigency or Declaration of Indigency that was not successfully contested is not required to pay court costs.

## 10. Other Orders

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

---

Date of Judgment

---

Judge's signature

---

Judge's printed name

By signing below, the Petitioner agrees to the form and substance of this decree of annulment.

---

Petitioner's Name (print)

---

Phone number

→

---

Petitioner's Signature

---

Date

Petitioner's  
Mailing Address:

---

city

---

state

---

zip

Petitioner's Email  
Address:

Petitioner's Fax (if  
available):

By signing below, the Respondent agrees to the form and substance of this decree of annulment.

---

Respondent's Name (print)

---

Phone number

→

---

Respondent's Signature

---

Date

Respondent's  
Mailing Address:

---

city

---

state

---

zip

Respondent's Email:

Respondent's Fax  
(if available):

# CIVIL CASE INFORMATION SHEET

CAUSE NUMBER (FOR CLERK USE ONLY): \_\_\_\_\_ COURT (FOR CLERK USE ONLY): \_\_\_\_\_

## STYLED

(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 petition for modification or motion for enforcement is filed in a family law case. The information should be the best available at the time of filing.

1. Contact information for person completing case information sheet:		Names of parties in case:		Person or entity completing sheet is:
Name:	Email:	Plaintiff(s)/Petitioner(s):	<input type="checkbox"/> Attorney for Plaintiff/Petitioner <input type="checkbox"/> Pro Se Plaintiff/Petitioner <input type="checkbox"/> Title IV-D Agency <input type="checkbox"/> Other: _____	
Address:	Telephone:		Additional Parties in Child Support Case:	
City/State/Zip:	Fax:	Defendant(s)/Respondent(s):	Custodial Parent: _____	
			Non-Custodial Parent: _____	
Signature:	State Bar No:		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):				
Civil			Family Law	
<b>Contract</b>	<b>Injury or Damage</b>	<b>Real Property</b>	<b>Marriage Relationship</b>	<b>Post-judgment Actions (non-Title IV-D)</b>
<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: _____	<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: _____	<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: _____  <b>Related to Criminal Matters</b> <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"/> Annulment <input type="checkbox"/> Declare Marriage Void <i>Divorce</i> <input type="checkbox"/> With Children <input type="checkbox"/> No Children  <b>Other Family Law</b> <input type="checkbox"/> Enforce Foreign Judgment <input type="checkbox"/> Habeas Corpus <input type="checkbox"/> Name Change <input type="checkbox"/> Protective Order <input type="checkbox"/> Removal of Disabilities of Minority <input type="checkbox"/> Other: _____	<input type="checkbox"/> Enforcement <input type="checkbox"/> Modification—Custody <input type="checkbox"/> Modification—Other <b>Title IV-D</b> <input type="checkbox"/> Enforcement/Modification <input type="checkbox"/> Paternity <input type="checkbox"/> Reciprocals (UIFSA) <input type="checkbox"/> Support Order  <b>Parent-Child Relationship</b> <input type="checkbox"/> Adoption/Adoption with Termination <input type="checkbox"/> Child Protection <input type="checkbox"/> Child Support <input type="checkbox"/> Custody or Visitation <input type="checkbox"/> Gestational Parenting <input type="checkbox"/> Grandparent Access <input type="checkbox"/> Parentage/Paternity <input type="checkbox"/> Termination of Parental Rights <input type="checkbox"/> Other Parent-Child: _____
<b>Employment</b>	<b>Other Civil</b>			
<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: _____		
<b>Tax</b>	<b>Probate &amp; Mental Health</b>			
<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

  

4. Indicate damages sought (do not select if it is a family law case):
<input type="checkbox"/> Less than \$100,000, including damages of any kind, penalties, costs, expenses, pre-judgment interest, and attorney fees <input type="checkbox"/> Less than \$100,000 and non-monetary relief <input type="checkbox"/> Over \$100,000 but not more than \$200,000 <input type="checkbox"/> Over \$200,000 but not more than \$1,000,000 <input type="checkbox"/> Over \$1,000,000

# INFORMATION ON SUIT AFFECTING THE FAMILY RELATIONSHIP (EXCLUDING ADOPTIONS)

## SECTION I GENERAL INFORMATION (REQUIRED)

STATE FILE NUMBER \_\_\_\_\_

1a. COUNTY \_\_\_\_\_ 1b. COURT NO. \_\_\_\_\_  
1c. CAUSE NO. \_\_\_\_\_ 1d. DATE OF ORDER (mm/dd/yyyy) \_\_\_\_\_

2. TYPE OF ORDER (CHECK ALL THAT APPLY):

☐ DIVORCE/ANNULMENT WITH CHILDREN (Sec. 1,2 AND 3) ☐ DIVORCE/ANNULMENT WITHOUT CHILDREN (Sec 1 AND 2)

☐ ESTABLISHMENT OF COURT OF CONTINUING JURISDICTION (SEC 1 AND 3)  
(Court Order Establishing Paternity, Conservatorship, Child Support or Termination of Parental Rights)

☐ CHANGE IN THE NAME OF THE CHILD (SEC 1 AND 3)  
(PROVIDE PRIOR AND NEW NAME OF CHILD IN SECTION 3)

☐ TRANSFER OF COURT OR CONTINUING JURISDICTION (SEC1,3 AND INFORMATION BELOW)

TRANSFER TO: COUNTY \_\_\_\_\_ COURT NO. \_\_\_\_\_ STATE COURT ID# \_\_\_\_\_

3a. NAME OF ATTORNEY FOR PETITIONER	3b. TELEPHONE NUMBER (including area code)
3c. CURRENT MAILING ADDRESS (STREET AND NUMBER OR P.O BOX, CITY, STATE, ZIP)	

## SECTION 2 (IF APPLICABLE) REPORT OF DIVORCE OR ANNULMENT OF MARRIAGE

<b>PETITIONER</b>	4. NAME (FIRST MIDDLE LAST SUFFIX)		5. MAIDEN LAST NAME (NAME BEFORE 1 <sup>ST</sup> MARRIAGE)	
	6. PLACE OF BIRTH (CITY AND STATE OR FOREIGN COUNTRY)		7. RACE	8. DATE OF BIRTH (mm/dd/yyyy)
	9. USUAL RESIDENCE		10. USUAL RESIDENCE	
<b>RESPONDENT</b>	11. NAME (FIRST MIDDLE LAST SUFFIX)		12. MAIDEN LAST NAME (NAME BEFORE 1 <sup>ST</sup> MARRIAGE)	
	13. PLACE OF BIRTH (CITY AND STATE OR FOREIGN COUNTRY)		14. RACE	15. DATE OF BIRTH (mm/dd/yyyy)
	16. USUAL RESIDENCE (STREET AND NUMBER CITY, STATE, ZIP)		17. USUAL RESIDENCE (STREET AND NUMBER CITY, STATE, ZIP)	
18. NUMBER OF MINOR CHILDREN		19. DATE OF MARRIAGE (mm/dd/yyyy)		20. PLACE OF MARRIAGE (CITY AND STATE OR FOREIGN COUNTRY)

## SECTION 3 (IF APPLICABLE) CHILDREN AFFECTED BY THIS SUIT

<b>CHILD 1</b>	21a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)			
	21b. DATE OF BIRTH (mm/dd/yyyy)	21c. SEX	21d. BIRTHPLACE (CITY, COUNTY AND STATE)	
	21e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE			
<b>CHILD 2</b>	22a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)			
	22b. DATE OF BIRTH (mm/dd/yyyy)	22c. SEX	22d. BIRTHPLACE (CITY, COUNTY AND STATE)	
	22e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE			
<b>CHILD 3</b>	23a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)			
	23b. DATE OF BIRTH (mm/dd/yyyy)	23c. SEX	23d. BIRTHPLACE (CITY, COUNTY AND STATE)	
	23e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE			

☐ ADDITIONAL CHILDREN LISTED ON BACK OF THE FORM.

I CERTIFY THAT THE ABOVE ORDER WAS GRANTED ON THE DATE AND PLACE AS STATED.

\_\_\_\_\_  
SIGNATURE OF THE CLERK OF THE COURT

**WARNING:** This is a governmental document. Texas Penal Code, Section 37.10, specifies penalties for making false entries or providing false information in this document. VS-165 REV 07/2017

**ADDITIONAL CHILDREN AFFECTED BY THIS SUIT FROM SECTION 3 (IF APPLICABLE)**

CHILD 4	23a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	23b. DATE OF BIRTH (mm/dd/yyyy)	23c. SEX	23d. BIRTHPLACE (CITY, COUNTY AND STATE)
	23e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE		
CHILD 5	24a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	24b. DATE OF BIRTH (mm/dd/yyyy)	24c. SEX	24d. BIRTHPLACE (CITY, COUNTY AND STATE)
	24e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE		
CHILD 6	25a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	25b. DATE OF BIRTH (mm/dd/yyyy)	25c. SEX	25d. BIRTHPLACE (CITY, COUNTY AND STATE)
	25e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE		

**Instructions for Completing the Suit Affecting Parent Child Relationship Form****GENERAL REQUIREMENT:**

All divorces/annulments (with or without children) and all suits affecting the parent-child relationship must be reported through the clerk of the court to the State Vital Statistics Unit (VSU).

Consolidated reporting by petitioners, attorneys, and the courts is designed to make mandatory reporting more efficient, timely, and improve the quality of reporting. However, this reporting system is only as good or timely as you make it; therefore, your attention in completing and filing this report is critical.

Legal basis for this reporting is contained in Health and Safety Code §194.002 and Texas Family Code §§108.001-.002 and 108.004.

For information concerning reporting or questions about this form, contact field services at [fieldservices@dshs.texas.gov](mailto:fieldservices@dshs.texas.gov) or by phone at 512-776-3010.

**The VSU-165 form must be printed double-sided (one sheet not two).**

For information on the court of continuing jurisdiction of a child, contact VSU at (888) 963-7111 ext. 2529. Inquiries should be addressed to VSU, 1100 West 49th Street, Austin, Texas, 78756-3191; inquiries may also be faxed to (512) 776-7164 .

**SECTION 1 GENERAL INFORMATION (REQUIRED)**

This section must be completed for each report filed.

- 1a – d. Enter the required information to identify the court proceeding.
- 2. Check the type of suit being reported. This determines also which sections of the form must be completed. If more than one type of order applies, check all that apply. Transfers from one jurisdiction to another must be reported in this section (if court number is unknown, specify "unknown").
- 3a – c. Complete the attorney information to assist in questions or follow up. If case was pro se, please enter the information of the person completing this form.

**SECTION 2 (IF APPLICABLE) REPORT OF DIVORCE OR ANNULMENT OF MARRIAGE**

All divorces/annulments must be reported, even if there were no minor children. All information is required.

- 4-9. Report the Petitioner's information including maiden name (if applicable ).
- 10-15. Report the Respondent's information, including maiden name (if applicable ).
- 16. Report the number of minor children affected by this divorce; if none, record "0." This number must correspond to the listing of children in Section 3.
- 17-18. Enter the date and place of the marriage being dissolved.

**SECTION 3 (IF APPLICABLE) CHILDREN AFFECTED BY THIS SUIT**

Every child affected by the suit being reported must be listed, and all items concerning that child must be completed. If more than three children are affected, check the "additional children listed on back of form" box, and continue to list the additional children. If more than 6 children complete section 3 on another form, label it "continuation" and attached the continuation form to the original form.