

# ***AGREED MODIFICATIONS–*** **Changing Orders Concerning Children** **In Travis County, Texas:**

Custody       Visitation       Child Support       Health insurance

This brochure explains the ***uncontested modification*** process in Travis County, Texas.  
*The process for a contested modification is different.*

Your modification case is “***uncontested***” when you and the other parties in your case ***agree to change terms*** in a previous order about custody, visitation, or child support.

### ***Help for Uncontested Modifications***

If everyone in your case agrees to all the changes you want to make, and you are going to file your case in Travis County, you may qualify for the help of a Law Library reference attorney. The reference attorney reviews family law forms in uncontested family law cases for free. To make an appointment with the reference attorney, call 512-854-9019.

### ***If you’re trying to Do-It-Yourself, make sure you:***

**1. Meet residency requirements.**

For a Travis County modification, either:

- The **children must have lived in Travis County for at least the last 6 months.**
- Or-**
- The order you want to change was signed by a Travis County judge.

**2. Understand all of your legal rights.**

*You must protect yourself.*

If you begin to represent yourself, but later find:

- You are not sure that a modification or the forms you have are really what you need. **-Or-**
- You find the process too difficult. **-Or-**
- You realize that you and your child’s other parent can’t reach an agreement. **-Or-**
- Your child’s other parent hires an attorney. **-Or-**
- You fear for your safety.

Then you need to find an attorney to complete your modification for you.

**ONLY A LICENSED ATTORNEY  
CAN GIVE LEGAL ADVICE.**

Librarians and courthouse staff want to help you, but they are not attorneys, and they cannot give you legal advice. Judges are also prohibited from giving you legal advice.

**3. Understand the steps involved.**

- 1) Fill out the Original Petition for Modification.
- 2) File the completed Petition with the District Clerk’s Office. Pay the filing fee.
- 3) Give the other parties legal notice of the modification, using:
  - Waiver of Citation
  - Or-**
  - Service of Citation by Personal Service
  - Or-**
  - Service by Publication.
- 4) Fill out the Order in Suit Modifying Parent-Child Relationship.
- 5) Go to the Uncontested Docket for the judge’s signature on the order.
- 6) Once the order is signed by the judge, file the Order in Suit Modifying Parent-Child Relationship in the District Clerk’s Office.
- 7) If your order includes changes to child support, be sure to give a copy of the new order to the Travis County Domestic Relations Office at 1010 Lavaca Street, Austin, Texas.

### ***Helpful Terms:***

***Cause number-*** The number usually found at the top of the prior court order. It's assigned by the clerk's office, and is different from a number assigned by the Attorney General's Office. In the court system, your case is identified by the cause number.

***Conservator*** – A person who has a legal relationship to a child.

***Conservatorship*** – The legal term for custody.

***Possession and Access*** - The legal term used for visitation.

***Petition*** - The form that begins the modification process by telling the court that you want to change a prior court order.

***Answer Period-*** When you give the other party legal notice by personal service or service by publication, the Answer Period is the time period when the other party has to respond to the case. The other party must file a written response, called an ***answer***, before the answer period ends. If an answer isn't filed before the deadline, the Petitioner can get a default judgment against the Respondent.

(To calculate this time period, count the day the other party was served on a calendar, and count out 21 days. Go to the next Monday on the calendar. The deadline to answer falls on this Monday at 10am.

***Order*** – The form signed by the judge that finalizes the changes to your previous order.

***Waiver of Citation*** - The Respondent may sign this form in front of a notary, waiving his or her right to be given a copy of the Petition by a process server. Sometimes, a Waiver waives other rights, including the right to tell the judge his or her side of the case.

***Petitioner*** - The person who files the modification case, even if this person was not the Petitioner in the original order.

***Respondent*** - Any person with a legal relationship to the child should be included as a Respondent in the case. Include agencies, like the Attorney General's Office, if the agency was a party in your original order, too.

### **Step 1. Start with the Petition**

Begin by completing the ***Petition to Modify Parent-Child Relationship***. The Petition is the form that begins the modification process.

The ***Petition*** tells the judge and the other parties that you want to change the terms in a previous order, such as a divorce decree or child support order.

You may find examples of Petitions online at [www.TexasLawHelp.org](http://www.TexasLawHelp.org) and in form books available at the law library. If you choose to use these forms you are responsible for making sure that they comply with current Texas law and meet your needs.

*No matter which forms you choose to use, you must understand that they are no substitute for seeking the advice and counsel of a lawyer trained to protect your legal rights.*

### **Step 2. File the Petition**

Once the Petition to Modify Parent-Child Relationship, is completely filled out, file it in the **District Clerk's Office**, located in room 305 (3<sup>rd</sup> floor) of the Courthouse.

#### **When you file your Petition:**

- Be prepared to pay the filing fee (around \$45).
- Take extra copies of the Petition with you for yourself and every party. (The District Clerk's Office will not provide you with free copies.)
- Tell the clerk that you are there to file a Petition to Modify, and hand the Clerk your original and all copies.
- The clerk will ***"file stamp"*** your papers, showing the date and time that you filed your Petition.
- The clerk will ask you to pay your filing fee.
- The clerk will give you your copies, but will keep the original for the court's file. You should keep one copy for yourself. Save the other copies to give to the other conservator(s).

**Step 3. Give the other conservator(s) Legal Notice**

By law, you must tell the other conservator(s) that you have asked the court for a modification. This is called **“giving notice.”** There are three ways to give notice.

**1) Waiver of Citation or Answer**

You can “give notice” to the other conservator(s) if you give him or her a file stamped copy of your Petition **and** he or she signs a Waiver of Citation form in front of a notary and files the Waiver in the District Clerk’s Office. If the other conservator doesn’t want to waive any rights in the case, s/he can file an Answer with the District Clerk’s Office, instead.

**IMPORTANT NOTES ABOUT  
WAIVERS OF CITATION!!**

For the Waiver of Citation to be valid, you must file the Original Petition **before** the Waiver is signed, and the Waiver must be filed in the District Clerk’s Office before you finalize the modification.

If you have been asked to sign a Waiver of Citation, read it over very carefully before you sign it. **Make sure you understand what legal rights you are giving up by signing the Waiver.** If you don’t understand the Waiver, or you are uncomfortable about signing it, **talk to an attorney.**

**-Or-**

**2) Service of Citation**

You may give notice by having a constable or private process server “serve” the other conservator(s) with the **Petition.**

If the other conservator(s) is served, he or she can file an answer (response to the Petition) until 10 a.m. on the Monday following 20 days after he or she was served.

After serving the other conservator(s), the process server will file proof of the service (called a Return of Service) with the District Clerk. Before you can get your modification finalized, the Return of Service must be on file for at least 10 days, and the answer deadline must have passed.

**-Or-**

**3) Citation by Publication**

If you are unable to locate the other conservator(s), you may have him or her served by placing a public notice in the newspaper.

If you serve the other conservator(s) by publication, he or she will be entitled to have an attorney appointed to represent his or her interests. You would be responsible for paying for the attorney’s services.

**Step 4 Write your Order Modifying Parent-Child Relationship**

The **Order Modifying Parent-Child Relationship** changes the terms in the previous order. For example, the new terms may state which parent the children will live with most of the time, how major decisions concerning the children will be made, who pays child support and how much, etc.

An attorney can draft the Order Modifying Parent-Child Relationship for you, or you can write it yourself.

If you choose to write the Order Modifying Parent-Child Relationship yourself, you may use the forms that are available in the law library’s form books or at [www.TexasLawHelp.org](http://www.TexasLawHelp.org).

After you have written your order, both you and the other conservator(s) should sign it to show that you agree to its terms. Having the other conservator(s)’s signature on the order will simplify things when it is time to finalize your modification in front of the judge.

**MEDIATION:**

**WHAT IF YOU AND THE OTHER  
CONSERVATOR DON’T AGREE?**

It is best to try to reach agreement with the other conservator(s) if you plan to complete your modification without an attorney.

If you are having trouble reaching an agreement, you might consider going to mediation. In mediation, an unbiased person tries to help two sides reach an agreement. A judge must approve any agreement that is reached in mediation.

Free mediation services are available for family law patrons of the Travis County Law Library. Ask a librarian for a mediation voucher and call the **Dispute Resolution Center at 512-371-0033** to set an appointment for mediation.

If you and the other conservator just cannot reach an agreement, then you should consult an attorney.

**Step 5. Court: Finalizing your order in the Uncontested Docket Court**

The Uncontested Docket is held  
Monday - Friday, from 8:30 to 9:20 a.m. and from  
1:30 to 2:20 p.m.

In Travis County, if you and the other conservator(s) have agreed to the terms of the modification order (and have signed the order), or if the other conservator(s) has waived his or her right to tell the judge his or her side of the case, you can complete your modification at the Uncontested Docket.

On the day you choose to finalize your modification, go to the **District Clerk's Office**, on the first floor of the Courthouse, in Room 103.

Tell the clerk that you are going to the Uncontested Docket, and ask them for the docket sheet.

Read the docket sheet to make sure the other conservator(s) was given proper notice. If the other conservator filed an Answer, s/he needs to sign the order, showing s/he agrees with the changes you have requested. If the other conservator will not sign the order, you must set your case for a contested hearing, and give the other conservator notice of the date and time of the hearing.

If the other conservator did not file an Answer, the docket sheet should show that either a Waiver of Citation or the completed Return of Citation (which would be completed by the process server), is on file. ***If the other conservator(s) was served, the completed Return of Citation must be file stamped with a date that is at least 10 days before the day you go to court to finalize your modification.***

While you are in the clerk's office, pick up a copy of the **Vital Statistics Form**. You will need to fill this out before seeing the judge.

If your new order will set up child support for the first time, you will also need to fill out a **yellow Domestic Relations Office (DRO) form to set up your child support account**.

Ask the clerk where the Uncontested Docket is being held. Take your Order and two copies of your order with you to the **Uncontested Docket court**.

Once you arrive in the courtroom, GIVE to the clerk seated next to the judge's bench:

1. The docket sheet,
2. Your Order,
3. The completed Vital Statistics Form, and
4. The completed yellow Domestic Relations Office Child Support Form (if you have child support in your case)

Then, sit down and wait for the judge to call your case.

When it is your turn, the judge will call your case by its **Cause Number** (the number at the top of your paperwork), and maybe by the parties' names. At this time, stand up, and walk to the front of the judge's bench.

- ◆ The judge will **swear you in**.
- ◆ The judge may ask you to **"proceed,"** with your testimony, or ask you questions.
- ◆ Answer the judge in a courteous, respectful, and honest manner.

After the judge has finished hearing your testimony and reviewing your paperwork, he or she will sign your Order, granting your modification.

**Suggestions for the Courtroom**

Treat the courtroom with the same type of respect that you would for a church or religious sanctuary.

- ◆ Leave all food and drinks outside of the courtroom.
- ◆ Address the judge as "Your Honor," and answer his or her questions in a truthful and courteous manner.
- ◆ Don't lean on any furniture when you are standing before the judge.
- ◆ If you need to speak with someone while you are in the courtroom, speak in a very quiet voice.

**Step 6. File the Order**

After the judge signs your Order, take it to the District Clerk's Office. You can ask the clerk to conform your copies with the judge's name and date.

The clerk will file stamp the original and two copies of the Order. The original will remain in the court file, one copy will be sent to the other conservator(s), and you will keep the other copy.

Consider asking the clerk to print a certified copy of your Order for you. Certified copies are often needed to change child support orders that are withheld by an employer. There is a fee for a certified copy.

**Step 7. Child Support Registry**

If you have **child support ordered for the first time**, you will be required to set up a child support account with the Domestic Relations Office (DRO). You can set up this account in the District Clerk's Office. There is a \$15 fee to set up the account. Your payments will be mailed to the State Disbursement Unit, PO Box 659791, San Antonio, Texas 78265-9791. Both state law and local rules require payments to be made through the child support registry.