

\_\_\_\_\_  
[Date letter sent]

\_\_\_\_\_  
[Custodial Parent]

\_\_\_\_\_  
[Custodial Parent's Address]

\_\_\_\_\_  
[City]

\_\_\_\_\_  
[State]

\_\_\_\_\_  
[ZIP]

## Re: Request for Other Parent's Contact Information

Dear \_\_\_\_\_ :  
[Print name of other parent or conservator.]

We have a court-ordered possession and access (visitation) schedule in our case:

\_\_\_\_\_  
[Cause No.]

\_\_\_\_\_  
[Texas county]

\_\_\_\_\_  
[Date signed by  
judge]

\_\_\_\_\_  
Name of child

\_\_\_\_\_  
Name of child

\_\_\_\_\_  
Name of child

\_\_\_\_\_  
Name of child

According to our court order, you are required to keep me updated of any changes to your current address and phone number. Not being able to communicate with you makes it extremely difficult for us to co-parent our child(ren) and makes it impossible for me to exercise my access and visitation rights. All my current information is listed at the bottom of this letter. Please provide your current information to me within 10 days of receipt of this letter.

**Check if applicable.**

I also ask that you give me the following information, as the court orders require:

- a copy of our child(ren)'s health insurance policy or certification
- a schedule of benefits of the health insurance for our child(ren)
- the following forms that are necessary for use of our child's health insurance:  
\_\_\_\_\_

Not providing this information is direct interference with my court-ordered access and visitation rights, and could result in several actions, both civil and criminal, being filed against you. If a court finds you in contempt for not providing your address or denying me court-ordered access to our child(ren), the court may sentence you to jail time, and order you to pay a fine, attorney's fees, and court costs. Any failure to pay child support is not a justification or defense to a charge of contempt for interference with court-ordered visitation rights.

If you agree that following the order is the best step to take, please begin doing so, and we can easily avoid court intervention. It would be best for everyone, especially our child(ren), to stay out of court.

Sincerely,

:  
:  
:  
:

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Sign above

Print your contact information below.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email : \_\_\_\_\_