

## **INFORMATION FOR FILING A DIVORCE- PROSE – CHILDRESS COUNTY DISTRICT CLERK**

**THE DISTRICT CLERK'S OFFICE DOES NOT SUPPLY FORMS NECESSARY TO FILE FOR DIVORCE. WE ARE NOT ATTORNEYS AND ARE LEGALLY PROHIBITED FROM GIVING ANY LEGAL ADVICE.**

If you intend to represent yourself "Pro Se" (without the assistance of an attorney) you must have knowledge to prepare and file the necessary pleadings and present your case to the Court.

The only suggestion or advice that we can offer is that you purchase a book on "How to do your Divorce in Texas"; go to a Law Library to research the necessary information; check the following website: [www.texaslawhelp.org](http://www.texaslawhelp.org); State Law Library at [guides.sll.tx.gov/divorce](http://guides.sll.tx.gov/divorce) or see an attorney.

### **PROCEDURES FOR FILING YOUR OWN DIVORCE**

1. Bring your original petition and 2 copies to the District Clerk's office to be filed.
2. The filing fees are as follows:
  - a. Divorce where spouse signs a waiver - **\$350.00**
  - b. Divorce with a citation & service in this County **\$450.00**
  - c. **A copy of the Standing Order is to be attached to each petition – add an additional \$1.00 per page if you have not made your own**
3. Your petition will be filed and assigned a cause number. Please have this information available when contacting our office concerning your case. The District Clerk's phone number is (940)937-6143. Our hours for filing a new case are 8:00 a.m. – 4:30 p.m. Monday through Thursday & 8:00 a.m. – 3:30 p.m. on Friday, closed during noon hour, weekends and holidays.
4. The petition must be on file for at least 60 days before the final hearing can be held.
5. After the 60 days has expired and your paperwork is in order, you may appear before the Court to have the final decree entered. To obtain a hearing call the Court Coordinator at 940-937-7070.
6. The Court Coordinator will need the following information:
  - a. Your Cause Number.
  - b. The date the original petition was filed.
  - c. Whether the Respondent has filed a waiver or signed the Final Decree.
  - d. If the Respondent was served, you will need the service date and whether or not an answer has been filed.

**PLEASE DO NOT CALL THE COURT COORDINATOR FOR A HEARING DATE UNTIL THE DIVORCE HAS BEEN ON FILE FOR AT LEAST 45 DAYS; YOU HAVE PREPARED YOUR FINAL DIVORCE DECREE, AND YOU HAVE ALL THE ABOVE INFORMATION AVAILABLE.**
7. Report to the assigned courtroom on your hearing date and wait for the Court to call your case. The Judge cannot assist you with your divorce. **You must know how to present your case in the courtroom and MUST have your final divorce decree completed correctly.**
8. If you or your spouse will be receiving child support, you must return to the District Clerk's Office and give required information to set up a child support account that will be collected and disbursed through the State Disbursement Unit.
9. In ALL suits affecting parent-child relationship involving children under the age of 18, it is **highly encouraged, for the benefit of your children**, that both parties successfully complete a seminar that addresses the issues confronting children that are the subject of divorce, custody and child support litigation. This seminar is available in person or on-line.

**YOU MAY ALSO RECEIVE CERTIFIED COPIES OF YOUR DECREE. THE COST IS \$1.00 PER PAGE AND A \$5.00 CERTIFICATION FEE**