

Instructions for Pro Se Divorce

If you choose to represent yourself in a divorce, you must comply with the following Court procedures before asking the Court to grant a divorce. When you file a pro se divorce, or a divorce without attorney representation, you are acting as your own attorney. The District Clerk's Office or Court Coordinator, nor their personnel, can give you any type of legal advice nor do we have forms for you to file a Petition for Divorce.

1. All pleadings and Court orders must appear neat with no whiteout.
2. **Court costs must be paid at the time of filing.** Cash, money order or debit/credit card accepted.

Original Petition for Divorce/No Children	\$350
Original Petition for Divorce/With Children	\$365
Citation with service in Hamilton County	\$93
Citation Issued to be served in another county	\$8
3. All "fill in the blank" pleadings and decrees must be completely filled in leaving no blanks.
4. The District Court's Standing Order regarding any family matter must be included with your petition.
5. If anything contained in the forms you are using do not apply to you and your spouse, please do not include them in your filing.
6. Provide your spouse with a copy of the Original Petition and then a copy of the Divorce Decree, when final. **Both parties must sign the Divorce Decree prior to the hearing.**
7. If your divorce involves **MOTOR VEHICLES**, you must describe the vehicle by manufacturer, model year and vehicle ID number.
8. If the divorce/decreed involves **REAL ESTATE**, you must include the proper legal description of the real estate and information concerning the bank or lien holder.
9. If **CHILDREN** were born during the marriage, the decree **must** include the following:
 - a. Provision for custody of the children and with whom they will live.
 - b. A schedule of visitation (possession order).
 - c. Provision for the children to be covered by health insurance and must identify the parent who is ordered to pay for health insurance.
 - d. Provision for child support in accordance with the guidelines in the Texas Family Code.
 - e. If there is a prior court order which governs possession and access to a child or child support, a certified copy of that order must be presented to the Court.
10. Complete and return the **Bureau of Vital Statistics form** from the District Clerk's office for submission to the State.
11. Contact the **Court Coordinator at 254-233-9878** to set your hearing. The Hearing can be set once service has been completed or there is a Waiver of Citation on file. If she is out of the office, please leave a message and she will return your call.
12. On the day of your hearing, please report to the District Courtroom in the Hamilton County Courthouse, 2nd Floor, at 9:00 AM. Remember to bring your script with you.

If you need further instruction regarding filing a pro-se divorce, you may contact an attorney or go to **texaslawhelp.org**, a website which contains forms and legal information. You may also contact **Lone Star Legal Aid** at **254-939-5773**.