

INFORMATION FOR FILING A DIVORCE

If you intend to represent yourself “Pro Se” (without the assistance of an attorney) you must have knowledge of the law to prepare and file the necessary pleadings and present your cause to the Court, the same as an attorney is required to do.

The DISTRICT CLERK’S OFFICE is prohibited by state law from the unauthorized practice of law.

Clerks may:

- * provide public information contained in dockets, case files
- * recite common court procedures, administrative practices
- * explain generally how the court and judges function
- * answer questions concerning deadlines or due dates (without calculating due dates)
- * refer self-represented (*pro se*) litigants to forms available

Clerks may NOT:

- * recommend whether to file a certain pleading
- * recommend wording or content for any filings
- * recommend specific people or parties against whom to file pleadings
- * recommend claims or type of damages to seek
- * recommend techniques for filing actions
- * interpret applications of any law or statutes
- * perform legal research for any party
- * predict outcome of a case

THE DISTRICT CLERK’S OFFICE DOES NOT SUPPLY FORMS NECESSARY TO FILE ANY ACTION, but may offer the following sources for information on filing should you choose not to employ legal counsel:

- * **INTERNET SITES:**
 - www.texaslawhelp.org
 - www.texasbar.com
 - www.tyla.org
- * **PUBLIC LIBRARY**
 - Law or Legal Section

General Information and Guidelines:

1. Bring your original petition for divorce and two (2) copies to the District Clerk's Office for filing.
2. Submit appropriate filing fee. Amount may be obtained from District Clerk's Office. Cash, money orders and personal checks accepted.
3. Your petition will be stamped with the filing date, assigned a cause number and Court who will hear your case
4. If there are children involved, a co-parenting education class is **MANDATORY** to be taken by both parents **PRIOR** to scheduling a hearing date. Currently classes are conducted by:

LB FAMILY LIFE SERVICES
1100 South Street
Nacogdoches, TX 75961
(936) 559-3602

In case there is no answer, you may send text for inquiries

An on line class is offered at www.puttingkidsfirst.org but may only be taken with prior permission from the Court.

5. In most cases, the petition must be on file for at least sixty (60) days before you can go before the Judge for final hearing. To schedule hearing, contact the Court Administrator to schedule date and time.
County Court at Law (936) 560-7744
420th District Court (936) 560-7848
6. Your spouse must be notified of the filing of this action (*prior* to scheduling final hearing) in one of the following methods:
 - * submitting signed, notarized Waiver of Citation filed with the District Clerk's Office
 - * service of citation issued by the District Clerk's Office at your request, with address and payment of proper fee, by one of the following methods:
 - certified mail, return receipt requested, by District Clerk's Office
 - personal service by personal processor of your choice
 - personal service by local Sheriff's Office
 - other methods of service as permitted by statute with Court approval
7. You must provide a **FINAL DECREE OF DIVORCE** at the final hearing.
8. You must complete a Form VS-165 and file with the District Clerk's Office following the final hearing. Copies of the form may be obtained from the District Clerk's office.