INFORMATION FOR FILING A DIVORCE – PRO SE – JACK 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 OR ASSISTANCE.

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 cause 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, visit www.texaslawhelp.org or consult with an attorney.

PROCEDURES FOR FILING YOUR OWN DIVORCE

1. Bring your original petition and 2 copies, along with the 271st District Court's Standing Order to the District Clerk's office to be filed.

2. The filing fees are: Divorce w/waiver…….. $288.00
   Divorce with Citation……. $296.00 (plus service fee $ 75.00) Jack Co.
   Divorce w/Citation & Notice of Hearing $304.00 (plus service fee $150.00) Jack Co.
   Fees due at the time of filing.

3. Your petition will be filed and assigned a cause number and court. Please have this information available when contacting our office concerning your case. The District Clerk phone number is 940-567-2141. Office hours are 8:00 a.m. - 5:00 p.m. Monday through Friday.

4. The petition must be on file for at least 60 days before the final hearing can be held.

5. After the 60 days have 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.
   - 271st District Court Coordinator - 940-627-3200.

6. **One week** before you come to the courthouse for your final hearing you must submit to the Court your completed **Final Decree and the completed vital statistic form** which may be picked up in the District Clerk's office or it can be found at www.jackcounty.org

7. Report to the courtroom 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.

8. If you or your spouse will be receiving child support, you must return to the District Clerk's office and give the required information to set up a child support account that will be collected and disbursed through the State Disbursement Unit in San Antonio.

YOU MAY ALSO RECEIVE CERTIFIED COPIES OF YOUR DECREE AT THIS TIME. THE COST IS $1 PER PAGE.

THANK YOU,

TRACIE PIPPIN
JACK COUNTY DISTRICT CLERK
For more information go to www.texaslawhelp.org or http://texascourthelp.org

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Signature of Pro Se filer **Date**