

INSTRUCTIONS TO **PRO SE** LITIGANTS IN DIVORCE CASES
PLEASE READ COMPLETELY

**Court Administrators, Court Coordinators, nor any personnel of the District Clerk's Office can practice law or give you any type of legal advice.
Please do not ask them to do so.**

If you choose to represent yourself in a divorce, you **MUST** comply with the following Court rules before asking the Court to grant a divorce:

1. ALL pleadings and Court orders **MUST** appear neat, clean, with no smudges or strike-overs.
2. ALL fill in the blank pleadings and decrees must be FULLY filled in. **NO BLANKS.**
3. If anything contained in the forms you are using do not apply to you and your spouse, **DO NOT** include them in your petition or your decree.
4. All pleadings and decrees must be printed on 8 ½ by 11 inch paper.
5. All pleadings must be originals. If you use preprinted forms, do not photocopy.
6. If the divorce/decreed involves property, you **MUST** include the proper legal description and information concerning the bank or lienholder.
7. 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.
 - c. Provision for the children to be covered by health insurance.
 - d. Provision for child support in accordance with the guidelines in the Texas Family Code. **CHILD SUPPORT CANNOT BE WAIVED** without the approval of the Court which will rarely be given.
 - e. If a child is not the child of the spouse but was born during the marriage, the child **MUST** be listed in the decree and paternity **MUST** be established.
 - f. Both parents **MUST** complete a parenting class, minimum four (4) hours, that will provide you with a certificate of completion. This certificate **MUST** be on file with the District Clerk's Office before a court date for the final divorce will be given.

8. Obtain the Bureau of Vital Statistics form from the District Clerk's Office and have it completely filled out before you come to court for your divorce.
9. ALL Decrees of Divorce MUST be submitted to the Judge hearing the case at least seven (7) days prior to your scheduled final hearing date.
10. All Court settings shall be obtained by contacting the court administrator/coordinator to which your case has been assigned.

If your case ends with the following:

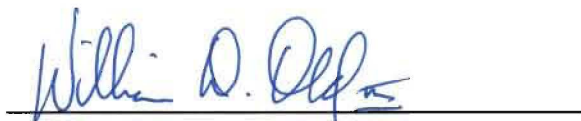
- A (XX-XXXX-CV-A) Contact Rachel Luna rachel.luna@co.guadalupe.tx.us 830-303-8852 x2
B (XX-XXXX-CV-B) Contact Kim McMahon kimberly.mcmahon@co.guadalupe.tx.us 830-303-8852 x3
C (XX-XXXX-CV-C) Contact Lynn Bothe lynnb@co.guadalupe.tx.us 830-303-8852 x1
D (XX-XXXX-CV-D) Contact Karen Nelson karenk@co.guadalupe.tx.us 830-303-8869

The District Clerk's Office has a copy of a publication that was published by the Texas Young Lawyers Association to assist pro se litigants called PRO SE DIVORCE HANDBOOK.

You may examine it in the District Clerk's office or obtain a free copy at www.tyla.org/family_law.html
Additional information may also be obtained from www.texaslawhelp.org or the Travis County Website: www.co.travis.tx.us\records_communication/law_library/forms.asp

The District Clerk's Office shall provide a copy of these instructions to all parties filing a pro se divorce.

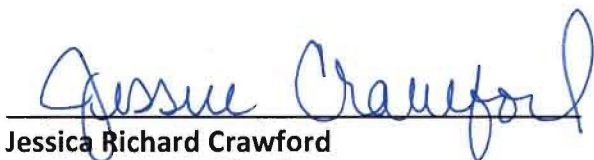
SIGNED AND ORDERED THIS THE 11TH DAY OF JANUARY, 2017



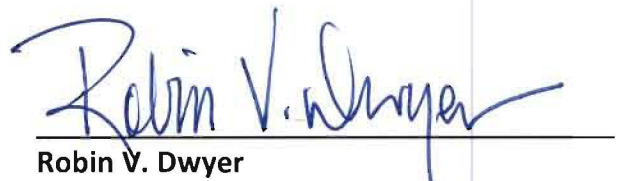
William D. Old III
District Judge, 25th Judicial District



Gary L. Steel
District Judge, 274th Judicial District



Jessica Richard Crawford
District Judge, 2nd 25th Judicial District



Robin V. Dwyer
County Court at Law of Guadalupe County