

**INFORMATION FOR FILING A DIVORCE - "PRO SE"
WITH WASHINGTON 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. (WEBSITES TO ACCESS FORMS: <http://www.tyla.org> or <http://www.texaslawhelp.org>)

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 or divorce packet from a bookstore, internet or go to a law library to research the necessary information 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. **(Documents to be printed on one side. Two sided documents WILL NOT be accepted.)**
2. The County Court At Law Court Judge requires the Amended Standing Temporary Order regarding Children, Property and Conduct of the Parties - be attached as part of the Petition. (See order on the website of the District Clerk or the County Court At Law Judge @ <http://www.co.washington.tx.us/page/washington.District.Clerk>)
3. The filing fees are: Divorce where spouse signs a waiver - \$268.00
Divorce with a citation to be served in Washington County - \$361.00
Divorce with citation with out of county service - \$276.00

Payment Due at the time of filing.

4. Your petition will be filed and assigned a cause number and filed in the County Court At Law Court. Please have this cause number available when contacting our office concerning your case. The District Clerk's phone number is 979-277-6200. Our hours are from 8:00 a.m. to 5:00 p.m., Monday - Friday, excluding holidays.
5. The petition must be on file for at least **60 days** before the final hearing can be held.
6. The County Court At Law Judge requires all parties involved in divorces with children to take a parenting program/class. (See order on website of the District Clerk <http://www.co.washington.tx.us/page/washington.District.Clerk>)
7. Once the respondent's Waiver of Service has been signed and returned or the respondent has been served with the citation, you may **bring your completed Final Decree of Divorce** to be submitted to the Judge's office. The Court Coordinator will contact you to set up a hearing.
8. When you come to the courthouse for your final hearing bring with you your **completed vital statistics form (vital statistics form can be picked up in the District Clerk's office) and be sure to print out a Sample Testimony for court, you will be asked to prove up your divorce in front of the Judge.**
9. Report to the assigned courtroom and wait for the Court to call your case.

A CERTIFIED COPY OF YOUR DECREE WILL BE MAILED TO YOU AT THE ADDRESS YOU PROVIDED IN THE FILE.

THANK YOU,

**TAMMY BRAUNER, DISTRICT CLERK
WASHINGTON COUNTY, TEXAS**