**PRO SE CHECKLIST BEFORE SUBMITTING DECREES/ORDERS TO THE 132ND DISTRICT COURT**

**Before submitting your proposed order, review the below to avoid your order being denied:**

1. Time requirements have been met. The Court may not grant a divorce before the 60th day after the date the suit was filed.
2. The Respondent must be timely served or the Respondent must execute a Waiver of Service.
3. The Waiver of Service cannot have any blanks. The Waiver of Service must be signed by Respondent AFTER the petition was filed.
4. If an Original Answer has been filed by the Respondent, the Respondent’s signature must be on the Order. If the Respondent will not sign the Order, you will need to request a trial setting.
5. The Court cannot divide property, other than personal effects, when the Respondent is served by posting. The Court cannot divide debt when service is done by posting. The affidavit must demonstrate a due diligence search to locate Respondent.
6. If there are children of the marriage you must set a hearing for an attorney to be appointed to represent the Respondent when the Respondent is served by publication.
7. All parties must sign the proposed Decree or Order if there is an agreement. If the Attorney General is a party, they must sign the Order if they are in agreement with, or do not object to, the provisions of the Order.
8. The form you have chosen must be completed in full. If something does not apply to your situation make sure you write none or not applicable. Make sure all appropriate blanks are filled in and check all appropriate boxes. **NO BLANKS MAY BE LEFT IN THE DECREE, ORDER OR ATTACHED PAGES.**
9. A Wage Withholding Order must be submitted when child support, medical support and arrears are addressed.
10. Make sure you submit a Statement of Evidence, which is required if the Respondent was served by posting or publication.
11. A Certificate of Last Known Address and Affidavit of Non-Military Status must be on file on all **DEFAULTS.**
12. The proposed Decree or Order must contain language regarding child support, medical support, conservatorship and possession and access if children are involved.
13. If children are involved, the Decree or Order must contain a required finding concerning family violence.
14. If there has been a prior order involving the child(ren) of the marriage setting child support, medical support, conservatorship, and/or visitation, you must bring a copy of your order and an Order to Consolidate.
15. If there are children born during the marriage who are not the biological children of the Husband, you must bring documents showing that another man has been established as the biological father, either through an Acknowledgement of Paternity, a Court Order, or an affidavit signed by the Mother and/or biological Father acknowledging the paternity.
16. A four-hour class regarding co-parenting kids through separation or divorce must be taken and a completion certificate filed with the District Clerk prior to a final divorce hearing. Here are two websites that offer a class that the Court approves: texascourtapproved.com and courseforparents.com

If you are unsure how to proceed, please consult an attorney. It is always best to have an attorney. **THE COURT AND COURT STAFF ARE UNABLE TO GIVE YOU LEGAL ADVICE.** If you choose to not consult an attorney and have questions about legal documents or if you need to do legal research, the following are resources that other pro se litigants have found useful:

www.texaslawhelp.org

Legal Aid of Northwest Texas

Phone number: 817-336-3943

Website: [www.lanwt.org](http://www.lanwt.org)

Texas Lawyer Referral Service

Phone number: 888-635-6050

Website: [www.txlrs.org](http://www.txlrs.org)

The information on these websites is not legal advice and does not take the place of consulting an attorney.

**If you need a hearing, you may obtain a setting by calling the District Judge’s office or requesting a setting in person.**