

INFORMATION FOR FILING A PRO SE DIVORCE IN ATASCOSA COUNTY

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.

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 to present to the Court.

The only suggestion that we can offer is that you purchase a book on "How to prepare your Divorce in Texas"; go to a Public or Law Library to research the necessary information; visit www.texaslawhelp.org, or see an attorney.

PROCEDURES FOR FILING YOUR OWN DIVORCE

1. Bring your original petition with attached standing orders and 2 copies to the District Clerk's office to be filed. ***Standing orders for Atascosa County can be found on our district court website; www.81-218.txcourts.gov, or www.atascosacounty.texas.gov, under the District Clerk tab.**

If a waiver of citation is not going to be submitted an additional \$108.00 will be charged for service of the citation. All fees are payable at the time of filing.

2. 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's phone number is 830-769-3011. Our hours are 8:00 AM to 4:30 PM.
3. The petition must be on file for at least **60 days** before the final hearing can be held.
4. 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 date call the County Court at Law Coordinator at 830-769-4232.
5. When you come to the courthouse for your final hearing bring your **completed Final Decree**. A vital statistics form will need to be completed and can be picked up in the District Clerk's office or from www.texaslawhelp.org.

Report to the courtroom at the Atascosa County Justice Center 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.

6. If you or your spouse will be receiving child support, you must return to the District Clerk's Office and give required information to set up a child support account that will be collected and disbursed through the State Disbursement Unit in San Antonio. There is a \$15.00 fee for this service.

YOU MAY ALSO RECEIVE COPIES OF YOUR DECREE ON THE SAME DAY YOUR DIVORCE IS GRANTED. THE COST IS \$1 PER PAGE PLUS \$1.00 FOR CERTIFICATION.

**THANK YOU,
MARGARET E. LITTLETON
DISTRICT CLERK ATASCOSA COUNTY, TEXAS**