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INSTRUCTIONS TO PRO SE LITIGANTS IN DIVORCE CASES

PLEASE READ COMPLETELY

2025 AUG -7 AM 11:41

THE JUDGES, 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 x 11 inch paper – 1 SIDED ONLY.
5. If your divorce involves motor vehicles, you **MUST** describe the vehicle by manufacturer, model year, and vehicle I.D. number.
6. If the divorce/decreed involves real estate, you **MUST** include the proper legal description of the real estate and information concerning the bank or lien holder.
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 (possession order).
 - c. Provision for the children to be covered by health insurance, and must identify the parent who is ordered to provide and pay for health insurance.
 - d. Provision for child support in accordance with the guidelines in the Texas Family Code. CHILD SUPPORT CANNOT BE WAIVED without 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 by a prior court order, either here or in another county, or a properly filed Acknowledgment of Paternity. A certified copy of the court order or Acknowledgment of Paternity **MUST** be presented to the Court on the day of the final divorce hearing.
 - f. If there is a prior court order, either here or in another county, which governs possession and access to a child or child support, a certified copy of that order **MUST** be presented to the Court on the day of the final divorce hearing.

8. ALL Final Decrees of Divorce MUST be fully completed prior to your arrival at the final divorce hearing and submitted to the Judge hearing the case upon the call of the docket on the final hearing date. If a Final Decree of Divorce is not presented to the Judge in written form or does not comply with the instructions set forth above, it could result in your case being reset in order for you to correct any deficiencies.
9. The final divorce hearing can be set once service has been completed and the answer date has expired or when Respondent's Answer or Waiver of Citation is on file. All Court settings shall be obtained by calling the court coordinator at 361-575-2351, or by e-mail to sroskey@vctx.org.

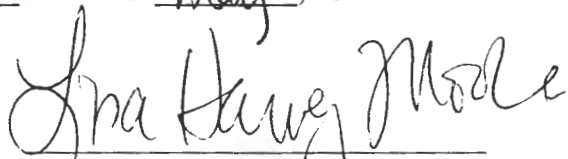
Please note, the Court does not automatically set cases for final hearing, nor will the Court reach out to you to schedule a final hearing. It is your responsibility to contact the Court to schedule any and all hearings needed. If a case remains pending without final disposition, it will be put on a dismissal docket and will eventually be dismissed if not finalized.

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

SIGNED AND ORDERED THIS THE 1st DAY OF May, 2025.



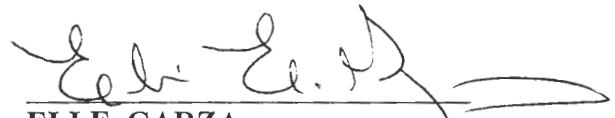
KEMPER STEPHEN WILLIAMS
District Judge, 135th Judicial District



LISA HARVEY-MOORE
District Judge, 24th Judicial District



JULIE C. BAUKNIGHT
District Judge, 267th Judicial District



ELI E. GARZA
District Judge, 377th Judicial District

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