

**INFORMATION FOR FILING A DIVORCE/PARENT-CHILD RELATIONSHIP - "PRO SE"  
WITH WASHINGTON COUNTY DISTRICT CLERK**

THE DISTRICT CLERK'S OFFICE DOES NOT SUPPLY FORMS NECESSARY TO FILE FOR DIVORCE/PARENT-CHILD RELATIONSHIP. 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 the above listed websites to research the necessary information or you may contact an attorney for legal advice.

**PROCEDURES FOR FILING YOUR OWN DIVORCE/PARENT-CHILD RELATIONSHIP:**

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. )
  - \* All parties involved in divorces with children to take a parenting program/class see Standing Order, "Kids First" program
  - \* Parties are required to file a Financial Information Statement

All required orders and forms can be found on the website of the County Court At Law or District Clerk @ <http://www.co.washington.tx.us/page/washington>.

3. The filing fees are: Respondent signs a waiver - \$350.00  
Respondent with a citation to be served in Washington County - \$443.00  
Respondent with a citation and out of county service - \$358.00

If you do not provide the additional requested copies you will be charged and additional \$1.00 per page.

**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. A divorce petition must be on file for at least **60 days** before the final hearing can be held.

6. Once the respondent's Waiver of Service has been signed and returned or the respondent has been served with the citation, you may submit your completed Final Decree of Divorce/Order regarding the Parent-Child Relationship (**documents must be completely filled out- incomplete decrees/orders will not be set for hearing**) to be submitted to the Judge's office. The Court Coordinator will contact you to set up a hearing. The respondent's signature on the Final Decree/Order **MUST** be notarized if he/she is not attending the final hearing..

7. If you have not already submitted the following documents to the clerk's office you will need the following documents on the day of your final hearing:

- \* **Completed vital statistics form (vital statistics form can be picked up in the District Clerk's office)**
- \* **Sample Testimony for court, you will be asked to prove up your divorce/PCR in front of the Judge.**
- \* **Parenting Class Certificate**

8. Report to the assigned courtroom and wait for the Court to call your case.

**A COPY OF YOUR DECREE/ORDER WILL BE MAILED/EMAILED TO YOU AT THE ADDRESS OR EMAIL ADDRESS YOU PROVIDED ON YOUR FINAL DECREE/ORDER.**

**THANK YOU,**

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

RECEIPT ACKNOWLEDGED - I hereby acknowledge receipt of a copy of this Information sheet for Filing a Pro Se Divorce/Parent-Child Relationship.

—

---

Signature of Petitioner