

# County Court at Law

## Procedure for Pro Se Prove up on a Divorce

The District Clerk's office, the Court, or the Court's staff **can not** give you legal advice, you must contact a lawyer. A helpful resource is the Law Library located in the basement of the Courthouse. Also a helpful website is [www.texaslawhelp.org](http://www.texaslawhelp.org).

All pleadings must be in proper form and properly filed. (including correct address and phone number)

If you file an *Affidavit of Inability to Pay* it must be approved by the Court before proceeding with the case. You need to provide the Court with copies of the past 3 years tax returns and any other documentation that could assist the Court in its ruling. If the Court determines that a hearing is necessary, you will receive a notice of the setting by mail. (Therefore your file needs to contain your correct mailing address and a phone number is also helpful.)

If a *Waiver of Service* is to be filed it must be on file for at least 10 days prior to the hearing.

If there are children of the marriage, **both** parties must complete the **KIDS FIRST** Co-parenting course. Information brochure can be picked up from the District Clerk's Office or by calling 1-888-474-KIDS (5437) or online at [www.kidsfirsttexas.com](http://www.kidsfirsttexas.com).

There is a 60 day waiting period before your divorce can be set on the Court's docket for hearing. Please **do not** call the Court for a setting; notice of the setting will be sent by mail.

Please be prepared to give testimony at the hearing.

You will need to bring a Final Decree of Divorce and at least 2 copies to the hearing.

If there are children of the marriage the decree must to provide for child support that has been calculated according to the Texas guidelines. *If there is an Attorney General case on file it must be consolidated with the divorce case before a hearing can be set. You must file the proper Motion and provide an order.*

If there were children born during the marriage but the husband is not the father, *paternity must be established by court order.*

Again, you must seek legal advice from a licensed attorney; I can only assist you with the procedural requirements for this Court.

Thank you

Susan Gradick  
Court Coordinator