

# PRO-SE INSTRUCTIONS

FILED  
TARRANT COUNTY

2023 DEC 18 AM 10:51

CAUSE NUMBER - 322 744263 23

THOMAS A. WILDER  
DISTRICT CLERK

It is the District Clerk's policy not to give any legal advice or instructions on pro se or other litigation.

**PLEASE DO NOT ASK THE CLERK FOR LEGAL ADVICE.**

- (1) There is a **MINIMUM WAITING PERIOD OF 61 CONSECUTIVE DAYS** from the date of filing your Original Petition before proving up (finalizing) an uncontested divorce. After the 61-day waiting period has passed, you may call the Clerk's Office **after 10 a.m.** to schedule a hearing date to finalize your divorce. Call (817)884-1590 (817)884-2569 OR (817)884-1253 to schedule your hearing date.
- (2) **WAIVER** – May be signed & notarized any day after the Original Petition is filed.
- (3) You will need to get an Original Final Decree of Divorce and the Waiver of Service or Answer signed by the other party. **The court will keep the original. If you want copies, you may bring copies with you or you may purchase copies. Your copies must be exact photo copies of the original and cannot be handwritten.** Make sure your copies are stapled or paper clipped together and have your cause number at the top of each set. If your case involves children, you will also need to get the Income Withholding form and Record of Child Support form. These forms can be picked up in the Child Support Office located on the 2<sup>nd</sup> floor of the Family Law building.
- (4) On the day you come in to finalize your case, you will need to check in with the Bailiff in the courtroom **ON THE 4th FLOOR AT 8:30 A.M.** Appropriate court attire is required (business casual). No shorts, T-shirts, tank tops, torn/ripped jeans, flip flops, or hats/caps. Cell phones and pagers must be completely turned off. **Children are not allowed in the courtroom.**
- (5) Keep the Clerk's Office informed of any address change. You may file an update, in writing, at any time before your hearing date or on the day of your final hearing.
- (6) The 322<sup>nd</sup> District Court follows the Fort Worth ISD closing schedule for inclement weather.

**IT IS YOUR RESPONSIBILITY TO OBTAIN AND FILL OUT ALL OF THE FORMS/PAPERWORK NECESSARY TO YOUR CASE AND BRING THEM WITH YOU TO COURT.**

I HAVE READ AND UNDERSTAND THE INSTRUCTIONS ABOVE.

<u>MORGAN MYERS</u>	<u>12/18/2023</u>
NAME	DATE
<u>6641 ANNE CT</u>	<u>WATAUGA</u>
MAILING ADDRESS	CITY
	<u>TX</u>
	STATE
	<u>76148</u>
	ZIP
<u>morwil31@gmail.com</u>	<u>(817) 940-0852</u>
EMAIL ADDRESS	PHONE NUMBER

**INSTRUCTIONS FOR SELF-REPRESENTED LITIGANTS  
FOR DEFAULTS AND IN UNCONTESTED CASES IN THE 322<sup>ND</sup> DISTRICT COURT**

**Step 1: Filed Cases.** Once your case has been filed you must prepare your file and the paperwork to present to the Court. This includes but is not limited to (1) properly notifying the opposing side that your lawsuit has been filed, (2) waiting the appropriate time to present the case to the Court and (3) preparing a final order for the Court to sign along with all closing documents.

**THE CLERKS, COURT PERSONNEL, THE BAILIFFS, NOR THE JUDGES CAN GIVE YOU LEGAL ADVICE OR REFER YOU TO AN ATTORNEY. PLEASE DO NOT CALL OR ASK, IN PERSON, FOR LEGAL ADVICE OR ASK FOR A REFERRAL.**

By law, only lawyers may give legal advice. The clerks, Court personnel and the bailiffs are not attorneys. For legal advice you need to hire an attorney. If you cannot afford an attorney, you may contact the Tarrant County Bar Association or the Tarrant County Family Law Bar Association for guidance to one of the associations or clinics available to assist Self-Represented Litigants.

[www.TexasLawHelp.org](http://www.TexasLawHelp.org) is a website to guide you with the preparation of your case and the forms.

Your initial filing should include your e-mail address. Failure to include an e-mail address will cause your case to be delayed.

**Step 2: Cases Involving Children.** It is the policy of the 322<sup>nd</sup> District Court for Self-Represented Litigants with children to have their paperwork reviewed by the Domestic Relations Office prior to setting a date for Court.

**FOR ALL CASES INVOLVING CHILDREN YOU WILL NEED TO CONTACT THE DOMESTIC RELATIONS OFFICE, LEGAL SUPPORT SERVICES, (817) 884-1879, TO REQUEST A REVIEW OF YOUR PAPERWORK.**

**THIS MUST BE COMPLETED BEFORE A COURT DATE CAN BE SCHEDULED.**

**[IF YOU DO NOT HAVE CHILDREN GO TO STEP 3]**

**Step 3: Completed Paperwork.** The completed paperwork must be scanned or e-filed in your file kept by the District Clerk. You may go to the 322<sup>nd</sup> District Clerk or you may call the Lead Clerk (817) 884-1253 and verify your paperwork is in your file and is ready to be presented to the Court. The 322<sup>nd</sup> Clerk will notify the Court Coordinator you are ready to complete your case.

Call or e-mail the Court Coordinator at (817) 884-1597 or [lkbaker@tarrantcounty.com](mailto:lkbaker@tarrantcounty.com) to schedule a prove-up appointment, if the Coordinator has not contacted you within a week after you have all of your completed paperwork on file. At the prove-up appointment, the Judge will hear your testimony and grant the relief requested once all of the requirements have been met. If you need a translator, bring an adult who is at least 18 years old and fluent in both your native language and English.

**Step 4: COVID-19 Policy and Procedure.** If City, County and/or Statewide COVID-19 policies and orders are in effect and an "in person" hearing is not available, then please fill out an "Affidavit for Prove-Up" applicable to your type of case and e-file it or have it scanned as part of your file and as part of completing Step 2 and Step 3 above. You may find the affidavit in [www.TexasLawHelp.org](http://www.TexasLawHelp.org). By filling out the Affidavit, the Court has the option to ministerially sign the Final Order and complete the case without your appearance.

You also have an option to request a short Zoom hearing. The Court Coordinator must have all of the parties' e-mail addresses and she will set a time for the hearing. You must have equipment capable of conducting a Zoom hearing. When your Zoom hearing commences you must be in a quiet place with no outside disruptions. Please wear proper clothing.

**Step 5: Final Order:** Once the Final Order has been signed the Judge, the Clerk will send you a letter notifying you that your case is finalized.