

**REQUIREMENTS FOR UNCONTESTED CASES INVOLVING
SELF REPRESENTED LITIGANT WITH CHILDREN**

**THE COURT REQUIRES YOU SUBMIT A COPY OF YOUR PAPERWORK TO THE DRO ON THE 2ND
FLOOR OF THE FAMILY LAW CENTER OR AT DRO-Legal@tarrantcountytexas.gov**

An attorney employed by Tarrant County will review your paperwork. This process will ensure that the form of your order meets the Court's standards. The attorney does not represent you or your spouse. The attorney will not give you legal advice. The attorney will inform you of the policies and preferences of the Court and will work with you to meet the court's expectations. Providing information does not constitute an attorney client relationship between you and the DRO. You may seek independent legal counsel at any time. You may also consult www.texaslawhelp.org for legal information. By signing below, you acknowledge the purpose of this service to the court and understand the instructions as outlined below.

Petitioner's Signature M. My Date: 12/18/2023

Phone Number (817) 940-0852 Cause No. 322 744263 23

Petitioner's Email Morwil31@gmail.com

THE ATTORNEY WILL ONLY REVIEW UNCONTESTED CASES

AGREED: Your case is uncontested if you and the other party agree on all terms of the case OR

DEFAULT: Your case is uncontested if you meet all requirements for a default judgment

BEFORE YOU SEND IN THE PAPERWORK, YOU MUST DO THESE THINGS:

- 1) Show the Court that the other party has notice of the lawsuit by either:
 - a. Getting the other party to sign, notarize, and file a Waiver of Service with the Court, OR
 - b. Getting the other party to file an Answer with the Court, OR
 - c. Getting the other party formally served with the paperwork by either:
 - i. Getting the constable or a private process server to serve the other party, OR
 - ii. Getting the Court to approve a method of alternative service, and then proving to the Court that you have fulfilled the requirements for that alternative service,

NOTE: If you serve your spouse by publication, there are many steps that must be completed. Please see <https://texaslawhelp.org/article/service-by-publication-when-you-cant-find-the-other-parent>.
- 2) Complete the mandatory waiting period before submitting your final paperwork.
 - a. In divorce cases, you MUST wait 60 days after you filed the petition.
 - b. In other default cases, you may have to wait 27 days after service was completed.

WHEN YOU SEND IN THE PAPERWORK, DO THESE THINGS:

- 1) Leave a completed Final Order on 2nd floor of Family Law Center or email to DRO-legal@tarrantcountytexas.gov
- 2) Include a possession schedule. You can find templates at texaslawhelp.org.
- 3) Include an Austin Form.
- 4) Include a signed copy of this document with your case information on it.
- 5) Include a copy of any prior orders involving the children.
- 6) For default judgements, include proof of service as filed with the court, a signed Certificate of Last Known Address, and a signed Military Status Affidavit.
- 7) If your case involves child support, include both a completed Record of Child Support and Income Withholding Order.
- 8) Only scanned copies will be accepted. Photos of the paperwork will be rejected.

AFTER YOU SEND IN THE PAPERWORK: An attorney or Legal Support Officer will contact you in around 10 days to start the review. After the review is complete, the attorney will forward your paperwork to the judge for approval or give you further instructions on how to present your paperwork to the Court.