

## INFORMATION FOR FILING A DIVORCE - PRO SE - McLENNAN COUNTY DISTRICT CLERK

DEPUTY DISTRICT CLERKS ARE NOT ATTORNEYS AND ARE LEGALLY PROHIBITED FROM GIVING ANY LEGAL ADVICE.

Pursuant to the Local Court Rules, the District Judges have entered a **SECOND AMENDED Standing Order** Regarding Children, Property and Conduct of the Parties. This order applies to all divorce petitions filed after May 5, 2008 while the case is pending. The **standing order must be attached to all original and copies of the divorce petitions/amended petitions**. Visit the website at [www.co.mclennan.tx.us/distclerk](http://www.co.mclennan.tx.us/distclerk) under the civil information button to **download copies** of the **2<sup>nd</sup> Amended Standing Order**.

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

Once your paperwork is in order and ready for review, **you** are **responsible** to contact:

**Stefanie Scott**  
**Pro Se Coordinator**  
**McLennan County Courthouse**  
**501 Washington Ave**  
**2<sup>nd</sup> Floor, Room 212**  
**(254)757-5289 - phone**  
**(254)759-7576 - fax**  
[Stefanie.Scott@co.mclennan.tx.us](mailto:Stefanie.Scott@co.mclennan.tx.us)

Your petition has been filed and assigned cause number \_\_\_\_\_. Please have this information available when contacting this office.

You will need to bring your Original Divorce Decree along with 2 copies (the original is kept for the courts file, one for you and one for the respondent). Once reviewed, the Pro Se Coordinator will set your case for a final hearing.

Pursuant to the Local Court Rules adopted September 1, 2003:

- **ALL divorce actions involving children** under the age of 18, both **Petitioner and Respondent must successfully complete a MANDATORY parenting seminar approved by the Court**. Each party is responsible for payment of the appropriate fee to the agency for the certificate. Upon completion of the seminar the certificates are required to be filed with the District Clerk's Office.
- The seminar must be attended by each party and within 60 days after the date the parent/respondent is served with process or executes a waiver of service.
- A party's failure to attend the seminar pursuant to this rule will result in actions for contempt or postponement of the final hearing and/or delay in entry of the final decree.
- For good cause and with prior approval, the Judge may waive the attendance requirement in individual cases.

**Once the Judge has signed your divorce decree** you will need to proceed to the **District Clerk's Office** to have the signed decree filed. At this time you will need to complete the states **vital statistics form**, which may be picked up in the District Clerk's Office or **on-line** at [www.co.mclennan.tx.us/distclerk](http://www.co.mclennan.tx.us/distclerk) under the form section. **If there are children of the marriage**, then **you must also complete the State Disbursement Information Sheet** which may be picked up in the District Clerk's Office or **on-line** under the form section, regardless if child support is ordered or not.

If child support is ordered and an employer's order is signed by a judge ordering an employer to withhold earnings and you need for our office to send the order certified mail, then it is **your** obligation to complete a **Request to Activate Withholding Order** and **pay the appropriate fee**.

You may also receive certified copies of your decree upon your request at the time of filing the decree. The cost is \$1 per page for the decree or \$3.00 if you provide an exact copy to be certified.