

387TH DISTRICT COURT PRO SE PLEADINGS CHECKLIST

EACH PRO SE MUST FILE THESE PLEADINGS WITH THE DISTRICT CLERK BEFORE 9:00 A.M. ON THE TUESDAY BEFORE YOUR HEARING. THE JUDGE WILL REVIEW THEM BEFORE YOU APPEAR IN COURT. THE PETITION MUST BE ON FILE FOR AT LEAST 61 DAYS BEFORE THE FINAL HEARING.

REFER TO “REPRESENTING YOURSELF IN THE 387TH DISTRICT COURT“ IN THE DISTRICT CLERK’S OFFICE, THE LAW LIBRARY OR CALL THE FT. BEND BAR LEGAL LINE AT (281) 325-1015 FOR MORE DETAILED INFORMATION.

1. Your final Decree or Judgment must have:

- * Cause number and 387th District Court designation
- * Heading or Style of Case including the names of all children born during the marriage
- * ALL BLANKS FILLED IN AND NON-APPLICABLE SECTIONS CROSSED OUT
- * If there are children, you must address Conservatorship, Support, Possession and health insurance
- * A Marital Settlement Agreement is merely an agreement. It is not a Divorce Decree.

2. DECREE OF DIVORCE plus below, as applicable in your case:

IF YOURS IS A WAIVER WITH NO CHILDREN

Waiver of Citation, signed and notarized AFTER the divorce filing date
Bureau of Vital Statistics (BVS) Form, Sections 1, 2 completed

IF YOURS IS A WAIVER WITH CHILDREN

Waiver of Citation, signed and notarized AFTER the divorce filing date
BVS form, Sections, 1, 2 and 5 completed
Order for Withholding of Child Support
Proof of a completing an approved parenting class

IF YOURS IS NO CHILDREN AND NO WAIVER

BVS Form, Sections 1 and 2 completed
Proof of Service: personal service by an approved Court officer, certified mail service issued by the District Clerk or publication in a newspaper after first securing Court approval
Affidavit of spouse’s last know address
Affidavit of current non-active military service

IF YOURS IS CHILDREN AND NO WAIVER

Everything in Waiver with Children above except no Waiver
Proof of personal service or publication, not certified mail
Both Affidavits above

* SEE THE DISTRICT CLERK TO ISSUE THE WITHHOLDING ORDER

* CHILD SUPPORT IS NOW PAID THROUGH THE TEXAS CHILD SUPPORT DISBURSEMENT UNIT,
P.O. BOX 659791, SAN ANTONIO, TEXAS 78265-9941

3. NAME CHANGE

Decree signed by both parents of minor and minor’s written consent if 10 years or older
Adult: Show Judge photo I.D. and Social Security Number and file Fingerprint card issued by Ft. Bend County Sheriff’s Department and stamped “no criminal record” by the appropriate authority.