

INFORMATION FOR FILING A DIVORCE – PRO SE – HOCKLEY COUNTY DISTRICT CLERK

THE DISTRICT CLERK'S OFFICE **DOES NOT SUPPLY FORMS** NECESSARY TO FILE FOR DIVORCE.
WE ARE NOT ATTORNEY'S AND ARE LEGALLY PROHIBITED FROM GIVING ANY LEGAL ADVICE.

If you intend to represent yourself "Pro Se" (without the assistance of an attorney) you must have knowledge to prepare and file the necessary pleadings and present your cause to the Court.

The only suggestions or advice that we can offer is that you see the "Pro Se Divorce Handbook" you can find this handbook at http://www.tyla.org/family_law.html. Another good web site is <http://www.texaslawhelp.org> or the **Legal Aid Society(806-894-1112)** has an office in the basement of the Hockley County Library, if you do not qualify for their services, they can check your documents to see if they are prepared correctly.

If you are filing an **UNCONTESTED DIVORCE WITH NO CHILDREN & NO PROPERTY** you may go to:
<https://selfhelp.efiletexas.gov/srl> to prepare the paperwork for your divorce.

PROCEDURES FOR FILING YOUR OWN DIVORCE

1. Bring your original petition and 2 copies to the District Clerk's office to be filed.

2. The filing fees are: Divorce where spouse signs a waiver\$ 350.00 Due at the time of filing

Divorce with a citation in Hockley County\$ 433.00

Divorce with a citation to another County\$ 358.00 plus you will be responsible for
having the citation served in the other county

3. Your petition will be filed and assigned a cause number in the 286th Judicial District Court. Please have the cause number available when contacting our office concerning your case.

The District Clerk's phone number is 806-894-8527. Our hours are 9:00 AM to 5:00 PM.

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

5. After the 60 days have expired and your paperwork is in order, you may appear before the Court to have the final decree entered. To obtain a hearing call the court coordinator at 806-894-8240.

6. When you come to the courthouse for your final hearing bring your **Original Decree** and 2 copies, and the completed vital statistic form required, which may be picked up in the District Clerk's office.

7. Report to the Courtroom on the third floor of the Courthouse and wait for the Court to call your case. The Judge cannot assist you with your divorce. You must know how to present your case in the courtroom.

8. If you or your spouse will be receiving child support, you must return to the District Clerk's Office and give required information to set up a child support account that will be collected and disbursed thru the State Disbursement Unit in San Antonio.

9. Pursuant to Local Court Rule 3.04 effective 03-01-08,

In any suit involving the parent-child relationship, except uncontested adoptions and terminations, all parties shall successfully complete a children's interest seminar and file their certificate of completion with the Clerk. Each party will be responsible for payment of the appropriate fees. The seminar shall be completed prior to the final hearing. Failure to successfully complete the seminar may result in sanctions under Rule 215, Texas Rules of Civil Procedure, contempt of court, or delay of the final hearing. For good cause shown, the Judge may waive the requirement of completion of the seminar. If such seminar has been completed, no additional attendance is required in the event of motions to modify or enforce.

YOU MAY ALSO RECEIVE A CERTIFIED COPY OF YOUR DECREE AFTER YOUR DECREE IS GRANTED.

THE COSTS IS \$1 PER PAGE.

WE ARE SORRY THAT WE CANNOT LEGALLY HELP YOU WITH ANY ADDITIONAL INFORMATION, BUT PLEASE CALL OUR OFFICE AT 806-894-8527 FOR QUESTIONS REGARDING THESE INSTRUCTIONS.

THANK YOU ORALIE GUTIERREZ,

DISTRICT CLERK,

HOCKLEY COUNTY, TEXAS

01/01/2022

HELPFUL WEBSITES

WWW.TEXASCOURTHELP.ORG

WWW.TEXASLAWHELP.ORG

<https://selfhelp.efiletexas.gov/srl>

(This Website is for UNCONTESTED DIVORCES WITHOUT CHILDREN OR PROPERTY)

**INFORMATION ON SUIT AFFECTING THE FAMILY RELATIONSHIP
(EXCLUDING ADOPTIONS)**

SECTION I GENERAL INFORMATION (REQUIRED)

STATE FILE NUMBER _____

1a. COUNTY _____ 1b. COURT NO. _____
1c. CAUSE NO. _____ 1d. DATE OF ORDER (mm/dd/yyyy) _____

2. TYPE OF ORDER (CHECK ALL THAT APPLY):

☐ DIVORCE/ANNULMENT WITH CHILDREN (Sec. 1,2 AND 3)

☐ DIVORCE/ANNULMENT WITHOUT CHILDREN (Sec 1 AND 2)

☐ ESTABLISHMENT OF COURT OF CONTINUING JURISDICTION (SEC 1 AND 3)

(Court Order Establishing Paternity, Conservatorship, Child Support or Termination of Parental Rights)

☐ CHANGE IN THE NAME OF THE CHILD (SEC 1 AND 3)

(PROVIDE PRIOR AND NEW NAME OF CHILD IN SECTION 3)

TRANSFER OF COURT OR CONTINUING JURISDICTION (SEC1,3 AND INFORMATION BELOW)

TRANSFER TO: COUNTY _____ COURT NO. _____ STATE COURT ID# _____

3a. NAME OF ATTORNEY FOR PETITIONER _____	3b. TELEPHONE NUMBER (including area code) _____
3c. CURRENT MAILING ADDRESS (STREET AND NUMBER OR P.O BOX, CITY, STATE, ZIP) _____	

SECTION 2 (IF APPLICABLE) REPORT OF DIVORCE OR ANNULMENT OF MARRIAGE

PETITIONER	4. NAME (FIRST MIDDLE LAST SUFFIX) _____		5. MAIDEN LAST NAME (NAME BEFORE 1 ST MARRIAGE) _____	
	6. PLACE OF BIRTH (CITY AND STATE OR FOREIGN COUNTRY) _____		7. RACE _____	8. DATE OF BIRTH (mm/dd/yyyy) _____
	9. USUAL RESIDENCE _____ STREET NAME & NUMBER _____ CITY _____ STATE _____ ZIP _____			
RESPONDENT	10. NAME (FIRST MIDDLE LAST SUFFIX) _____		11. MAIDEN LAST NAME (NAME BEFORE 1 ST MARRIAGE) _____	
	12. PLACE OF BIRTH (CITY AND STATE OR FOREIGN COUNTRY) _____		13. RACE _____	14. DATE OF BIRTH (mm/dd/yyyy) _____
	15. USUAL RESIDENCE (STREET AND NUMBER CITY, STATE, ZIP) _____			
16. NUMBER OF MINOR CHILDREN _____		17. DATE OF MARRIAGE (mm/dd/yyyy) _____		18. PLACE OF MARRIAGE (CITY AND STATE OR FOREIGN COUNTRY) _____

SECTION 3 (IF APPLICABLE) CHILDREN AFFECTED BY THIS SUIT

CHILD 1	19a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX) _____			
	19b. DATE OF BIRTH (mm/dd/yyyy) _____	19c. SEX _____	19d. BIRTHPLACE (CITY, COUNTY AND STATE) _____	
	19e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE _____			
CHILD 2	20a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX) _____			
	20b. DATE OF BIRTH (mm/dd/yyyy) _____	20c. SEX _____	20d. BIRTHPLACE (CITY, COUNTY AND STATE) _____	
	20e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE _____			
CHILD 3	21a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX) _____			
	21b. DATE OF BIRTH (mm/dd/yyyy) _____	21c. SEX _____	21d. BIRTHPLACE (CITY, COUNTY AND STATE) _____	
	21e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE _____			

ADDITIONAL CHILDREN LISTED ON BACK OF THE FORM.

I CERTIFY THAT THE ABOVE ORDER WAS GRANTED ON THE DATE AND PLACE AS STATED.

SIGNATURE OF THE CLERK OF THE COURT

WARNING: This is a governmental document. Texas Penal Code, Section 37.10, specifies penalties for making false entries or providing false information in this document. VS-165 REV 07/2015

ADDITIONAL CHILDREN AFFECTED BY THIS SUIT FROM SECTION 3 (IF APPLICABLE)

CHILD 4	23a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	23b. DATE OF BIRTH (mm/dd/yyyy)	23c. SEX	23d. BIRTHPLACE (CITY, COUNTY AND STATE)
	23e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) -- IF APPLICABLE		
CHILD 5	24a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	24b. DATE OF BIRTH (mm/dd/yyyy)	24c. SEX	24d. BIRTHPLACE (CITY, COUNTY AND STATE)
	24e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) -- IF APPLICABLE		
CHILD 6	25a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	25b. DATE OF BIRTH (mm/dd/yyyy)	25c. SEX	25d. BIRTHPLACE (CITY, COUNTY AND STATE)
	25e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) -- IF APPLICABLE		

Instructions for Completing the Suit Affecting Parent Child Relationship Form**GENERAL REQUIREMENT:**

All divorces/annulments (with or without children) and all suits affecting the parent-child relationship must be reported through the clerk of the court to the State Vital Statistics Unit (VSU).

Consolidated reporting by petitioners, attorneys, and the courts is designed to make mandatory reporting more efficient, timely, and improve the quality of reporting. However, this reporting system is only as good or timely as you make it; therefore, your attention in completing and filing this report is critical.

Legal basis for this reporting is contained in Health and Safety Code §194.002 and Texas Family Code §§108.001-.002 and 108.004.

For information concerning reporting or questions about this form, contact field services at fieldservices@dshs.texas.gov or by phone at 512-776-7368.

For information on the court of continuing jurisdiction of a child, contact VSU at (888) 963-7111 ext. 2529. Inquiries should be addressed to VSU, 1100 West 49th Street, Austin, Texas, 78756-3191; inquiries may also be faxed to (512) 458-7783.

SECTION 1 GENERAL INFORMATION (REQUIRED)

This section must be completed for each report filed.

- 1a – d. Enter the required information to identify the court proceeding.
- 2. Check the type of suit being reported. This determines also which sections of the form must be completed. If more than one type of order applies, check all that apply. Transfers from one jurisdiction to another must be reported in this section (if court number is unknown, specify "unknown").
- 3a – c. Complete the attorney information to assist in questions or follow up. If case was pro se, please enter the information of the person completing this form.

SECTION 2 (IF APPLICABLE) REPORT OF DIVORCE OR ANNULMENT OF MARRIAGE

All divorces/annulments must be reported, even if there were no minor children. All information is required.

- 4-9. Report the Petitioner's Information Including maiden name (if applicable).
- 10-15. Report the Respondent's Information, including maiden name (if applicable).
- 16. Report the number of minor children affected by this divorce; if none, record "0." This number must correspond to the listing of children in Section 3.
- 17-18. Enter the date and place of the marriage being dissolved.

SECTION 3 (IF APPLICABLE) CHILDREN AFFECTED BY THIS SUIT

Every child affected by the suit being reported must be listed, and all items concerning that child must be completed. If more than three children are affected, check the "additional children listed on back of form" box, and continue to list the additional children. If more than 6 children complete section 3 on another form, label it "continuation" and attached the continuation form to the original form.

PROVE UP QUESTIONS FOR UNCONTESTED DIVORCE WITH CHILDREN

1. Your Honor, my name is _____. I am the Petitioner in this suit for divorce.
2. I am presently married to _____.
3. At the time I filed for divorce, I was a domiciliary of Texas for the preceding six- month period and a resident of this county for the preceding 90 day period.
4. My spouse and I stopped living together as husband and wife on or about _____.
5. My marriage to my spouse has become insupportable because of a discord or conflict of personalities that destroys the legitimate ends of the marriage relationship.
6. There is no reasonable expectation of reconciliation.
7. There (was/were) _____ (number of) child(ren) born to my husband and me.
8. We are not expecting any more children at this time.
9. I am requesting the following rulings regarding the child(ren): (briefly tell the judge the terms regarding custody, visitation and child support).
10. I believe these rulings would be in the best interest of my child(ren).
11. I am further requesting the following division of property and debts: (briefly tell the Judge how the property and debts will be divided)
12. I believe this is a fair and equitable division of the community property and debts.
13. I am requesting my name be changed from _____ to my maiden name: _____. (Skip this question & #14 if this does not apply)
14. I am not requesting a name change to avoid creditors or to avoid criminal prosecution.
15. This is a copy of the Final Decree of Divorce, which bears my signature (and my spouse's signature).
16. I respectfully ask the Court to grant me a divorce and approve all provisions in the proposed Final Decree of Divorce.

PROVE UP QUESTIONS FOR UNCONTESTED DIVORCE WITHOUT CHILDREN

1. Your Honor, my name is _____. I am the Petitioner in this suit for divorce.
2. I am presently married to _____.
3. At the time I filed for divorce, I was a domiciliary of Texas for the preceding six-month period and a resident of this county for the preceding 90 day period.
4. My spouse and I stopped living together as husband and wife on or about _____.
5. My marriage to my spouse has become insupportable because of a discord or conflict of personalities that destroys the legitimate ends of the marriage relationship.
6. There is no reasonable expectation of reconciliation.
7. There were no children born or adopted during this marriage.
8. We are not expecting any children at this time.
9. I am requesting the following division of property and debts: (briefly tell the Judge how the property and debts will be divided)
10. I believe this is a fair and equitable division of the community property and debts.
11. I am requesting my name be changed from _____ to my maiden name: _____. (Skip this question & #12 if this does not apply)
12. I am not requesting a name change to avoid creditors or to avoid criminal prosecution.
13. This is a copy of the Final Decree of Divorce, which bears my signature (and my spouse's signature).
14. I respectfully ask the Court to grant me a divorce and approve all provisions in the proposed Final Decree of Divorce.

**NOTICE TO PERSONS FILING DIVORCE DOCUMENTS THAT ARE
NOT PREPARED BY AN ATTORNEY**

This document will be filed in your case. Please read each paragraph below and sign your acknowledgment below, then return to clerk for filing.

- Clerks in this office are prohibited by law from giving advice, answering legal questions or giving instructions with regard to any Court proceedings. We cannot answer questions you may have about correctness of papers you wish to file or procedures to obtain a Court decision.
- For the above stated reason, we advise you to consult an attorney or seek legal counsel if you have any questions or are unsure as to what you need to do.
- If you pursue a legal action without attorney representation, we will file documents you present to us and collect the filing fee at the time of filing. **The Judge at your court hearing may reject your papers if they are not properly prepared.** Pauper's oaths may be contested by the defendant.
- Your papers may be served by the Sheriff's office or a private process server. If you use a process server you must contact them on your own.
- The Judge **will not** grant your divorce without the **"Information on Suit Affecting the Family Relationship"** form properly prepared and ready to file.

I have received a copy of the "Information on Suit Affecting the Family Relationship" form from the District Clerk's Office. And I have read and understand the above information. I also understand that the District Clerk or Deputies in the District Clerk's Office are prohibited from answering legal questions or giving legal advice or opinions.

Signature

Printed Name