



301<sup>st</sup> Judicial District Court  
600 Commerce Street, Suite 340  
Dallas, Texas 75202  
214.653.7385

## PRO SE CHECKLIST

All final orders by pro se litigants must be pre-approved before a final hearing is scheduled. Before submitting your proposed order review the information below to avoid your order being denied:

- Time requirements, if any, must be met before submitting the final documents. The Court may not grant a divorce before the 60<sup>th</sup> day after the date the suit was filed.
- The Respondent must be properly served per the Texas Rules of Civil Procedure Rule 99 or the Respondent must have an executed Waiver of Service on file.
- The Waiver of Service cannot have any blanks. The Waiver of Service must be signed by the Respondent AFTER the petition was filed.
- The Court cannot divide property, other than personal effects, when the Respondent is served by posting. The Court cannot divide debt when service is done by posting. The affidavit must demonstrate a due diligence search to locate Respondent.
- A Statement of Evidence must be submitted along with the final order if the Respondent was served by posting.
- If the Respondent is served by publication, you must set a hearing for an attorney to be appointed to represent the Respondent.
- If an Original Answer has been filed by the Respondent, the Respondent's signature must be on the final order. If the Respondent will not sign the final order, the case may be set for pretrial. You may email the Coordinator at [cnicholson@dallascounty.org](mailto:cnicholson@dallascounty.org) to set a pretrial and you must give notice to the Respondent of the pretrial per Rule 21 of the Texas Rules of Civil Procedure.
- All parties must sign the final order if there is an agreement. If the Attorney General is a party, they must sign the final order if they are in agreement with, or do not object to, the provisions of the final order.
- The final order may not have blanks. If something does not apply to your situation, make sure write none or not applicable. Make sure all appropriate blanks are filled in and check all appropriate boxes. NO BLANKS MAY BE LEFT IN THE FINAL ORDER OR ATTACHED PAGES. NOTE: ALL PROPERTY AND PERSONAL EFFECTS MUST BE DIVIDED IN THE DECREE. PROPERTY IS NOT LIMITED TO REAL ESTATE AND VEHICLES.

- A Wage Withholding Order must be submitted when child support, medical support and/or arrears are addressed.
- A Certificate of Last Known Address and Affidavit of Non-Military Status must be on file on all DEFAULTS.
- If children are involved, the final order must contain language regarding child support, medical support, conservatorship and possession and access.
- If children are involved, the final order must contain one of the two following statements regarding family violence:
  1. It has been represented to the court that there has been no pattern of child neglect or family violence by any party to this case within the two years preceding the filing of this case or during the pendency of this case.
  2. It has been represented to the court that there has been a pattern of child neglect of family violence by any party to this case with the two years preceding the filing of this case or during the pendency of this case.
- If children are involved and there has been a prior order involving the children, you must submit a copy of the prior final order.
- If there are children born during the marriage but they are not the biological children of the Husband, you must submit documents showing that another man has been established in another court order as the biological father. If no court order exists, an Acknowledgment of Paternity must be signed by the biological father AND a Denial of Paternity must be signed by the Husband.
- If either party has filed for bankruptcy and it is still pending, notify the Court in writing immediately. Include the bankruptcy case number in your notification.

You may submit your final documents to the Clerk of the 301<sup>st</sup> District Court on the 3<sup>rd</sup> floor of the Allen Courts Building between the hours of 8:00 a.m. and 4:30 p.m. You may also submit them by efile or regular mail. Keep a copy of whatever documents you submit. You will have to bring copies of the documents to your final hearing.

In response to the COVID19 pandemic, the Court is waiving in person appearances to finalize agreements or defaults. An affidavit in lieu of testimony must be submitted along with the final order.

If you are unsure how to proceed, please consult an attorney or you may research the matter yourself in the Law Library on the 7<sup>th</sup> floor of the Allen Courts Building.

**THE COURT AND COURT STAFF ARE UNABLE TO GIVE YOU LEGAL ADVICE.**

**THE LIBRARIANS ARE NOT ATTORNEYS AND SHOULD NOT GIVE YOU LEGAL ADVICE.**

**ONLY AN ATTORNEY CAN GIVE YOU LEGAL ADVICE.**