

PRO SE CHECKLIST FOR THE 256TH DISTRICT COURT

1. File your petition
2. Get service on the Respondent or have the Respondent sign a Waiver of Service and Waiver must be filed with the Court.
3. Prepare a Final Order and drop off with the clerk's office on the 4th floor. If applicable, you must also file all your supporting documents.
 - a. **Affidavit of Testimony – REQUIRED**
 - b. **Information on Suit Affecting the Family Relationship (Austin Form) - REQUIRED**
 - c. An **Employer's Order to Withhold is required** if child support is Ordered.
 - d. A **statement of the Evidence, military status affidavit and certificate of last known address** is required if the Respondent was **served by posting or publication**. If there are children of the marriage or community property, an ad litem must be appointed for the Respondent by the Court. You may request the ad litem prior to your hearing. (See default checklist on Court's webpage).
4. Once you have filed the required proposed final order, affidavit of testimony and any other required documents; you must **request a PRO SE CONFERENCE hearing date** with the clerk's office on the 4th floor. The first PRO SE CONFERENCE hearing will be held via ZOOM every Thursday and 2nd Friday in the morning. Reset dates may be held IN PERSON.
 - a. Morning ZOOM MEETING ID – 924 4091 0224
 - b. Afternoon ZOOM MEETING ID - 980 6255 3753
5. At the conference, the court will review the final documents. If approved, the court will finalize your case. If it is a default divorce, a prove up will be scheduled.
6. **If there has been a prior order involving the child(ren)** of the marriage setting child support, conservatorship, and/or visitation, **you must bring a copy of your order** and an Order to Consolidate.
7. **If there are children born during the marriage but are not the biological children of the Husband**, you must bring documents showing that another man has been established as the biological father, either through an Acknowledgement of Paternity, a Court Order,

or an affidavit signed by the Mother and/or biological Father acknowledging the paternity and a denial signed by Husband.

The Law Library on the 7th floor of the George Allen Sr. Courthouse (600 Commerce Street, Dallas, Texas) is available for everyone to review forms and additional instructions regarding a divorce.

You may obtain some family law forms at www.texaslawhelp.org.