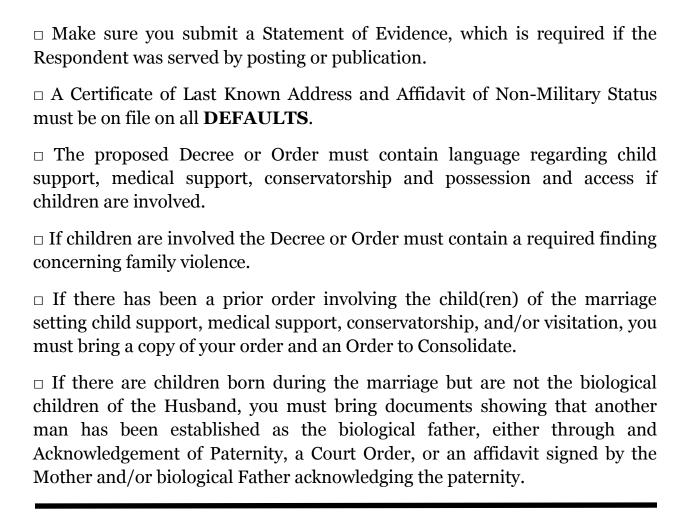
PRO SE CHECKLIST BEFORE SUBMITTING DECREES/ORDERS TO THE 330TH

Before submitting your proposed order review the below to avoid your order being denied:

$\hfill\Box$ Time requirements have been met. The Court may not grant a divorce before the 60^{th} day after the date the suit was filed.
$\hfill\Box$ The Respondent must be served or the Respondent must execute a Waiver of Service.
$\hfill\Box$ The Waiver of Service cannot have any blanks. The Waiver of Service must be signed by the Respondent AFTER the petition was filed.
$\ \square$ If an Original Answer has been filed by the Respondent the Respondent's signature must be on the Order. If the Respondent will not sign the Order, the case may be set for pretrial.
□ The Court cannot divide property, other than person 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.
$\hfill \square$ If there are children of the marriage you must set a hearing for an attorney to be appointed to represent the Respondent when the Respondent is served by publication.
$\ \square$ All parties must sign the proposed Decree or Order if there is an agreement. If the Attorney General is a party, they must sign the Order if they are in agreement with, or do not object to, the provisions of the Order.
□ The form you have chosen must be completed in full. If something does not apply to your situation make sure you 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 DECREE, ORDER OR ATTACHED PAGES.
$\hfill\Box$ A Wage Withholding Order must be submitted when child support, medical support and arrears are addressed.

PRO SE CHECKLIST BEFORE SUBMITTING DECREES/ORDERS TO THE 330TH



If you drop off your decree/order please call 214-653-7208 after 7 business days for the status of your decree/order.

If you are unsure how to proceed please consult an attorney or the Law Library on the 7th floor of the George Allen Sr. Courthouse is available for everyone to review forms and additional instructions regarding a divorce. THE COURT AND COURT STAFF ARE UNABLE TO GIVE YOU LEGAL ADVICE.

You may review documents or the status of your case online at www.dallascounty.org and use the prompts for public access and/or online record search.