

Dori Mystic Pro Se Attorney	Send all documents to review to <a href="mailto:proseclinic@coryellcountytexas.gov">proseclinic@coryellcountytexas.gov</a> before each appointment. Please have your DOCUMENTS & CHECKLIST with you as well. <b>Your documents must be scanned and no screen shots/pictures.</b>	For appointments, please email <a href="mailto:proseclinic@coryellcountytexas.gov">proseclinic@coryellcountytexas.gov</a> OR Office Hours to meet with coordinator: Every Tuesday and Thursday Basement of the Coryell County Courthouse Hours: 1:30-4:00 p.m.
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**PRO SE CLINIC CHECKLIST**

- Prepare your initial pleading. It is ASKING the Court to order listed items at some point in the future. **Initial pleadings are either an Original Petition for Divorce, Modification, Suit Affecting Parent Child Relationship, or Adult and Child name changes.**
- File-mark initial pleading at the District Clerk’s office. “File-mark” means that the clerk’s office STAMPED your papers as filed.
- To **FILE-MARK** anything (to get the word **FILED** stamped at the top with the time/date):
  - o **In-person:** Coryell County District Clerk, 620 E. Main Street, Gatesville, Texas 76528. Bring an ORIGINAL and at least 2 copies of your initial pleading. They will file-mark your ORIGINAL and keep it and will file-mark your COPIES and hand them back to you.
  - o **By mail:** Mail the ORIGINAL and at least 2 copies to Coryell County District Clerk, P.O. Box 4, Gatesville, Texas 76528. If you send a self-addressed and stamped envelope with a short note asking them to send your copies back to you in the envelope, they’ll send you file-marked copies back.
- Review the *Standing Order of Coryell County*. A Petitioner is bound by these rules once the Original Petition for Divorce is filed. A Respondent is bound by these rules once he/she has been served or filed some sort of appearance on the case.  
<https://www.coryellcounty.org/upload/page/9010/2019%20Dockets/family-law-standing-order.pdf>
- THE DISTRICT CLERK’S OFFICE DOES NOT SUPPLY FORMS NECESSARY TO FILE YOUR DOCUMENTS.** The only suggestions or advice we might offer are that you visit the website [www.texaslawhelp.org](http://www.texaslawhelp.org)  
**BEWARE OF SITES THAT REQUEST PAYMENT FOR FORMS**
- Service** or substitute for service. ONE of these is REQUIRED.
  - o **Waiver of Service-** Signed by respondent in presence of a notary (Even if the Respondent signs the waiver, he/she will also need to sign your Final Order (Final Decree of Divorce, Modification Order, or Suit Affecting Parent-Child Relationship Order)

- **Personal Service-** Respondent won't sign a waiver. Pay for a **citation** through the Coryell County District Clerk's office. Have a process server serve the respondent. Process server can be through the Sheriff's Department OR by using a private process server who has been pre-approved by the Court to serve citation.
  - **Alternate Service-** Requires an order from the Court. Must have tried personal service first.
  - If the other side has filed an *Answer*, you don't have to have personal service, but you'll want to send all pleadings certified mail (CMRRR).
- File-mark** the proof of service. (notarized **Waiver of Service**, or **Return of Service or Answer**)
- Give a copy of the **initial pleadings** to the Office of the Attorney General (csd-legal-704@texasattorneygeneral.gov) if children are on Medicaid or receiving state assistance. If they are a **necessary party**, you must take the Decree to them to review as well.
- Prepare a **Final Order** (Final Decree of Divorce, Modification Order, or Suit Affecting Parent-Child Relationship Order). **If you submitted your Final Order at the time you filed your initial pleading, the final order may still need revisions once you meet with the Pro Se Attorney.** This takes a lot of work and revisions. Remember that this will contain the **FINAL "rules"** you both will have to follow after your case is done.
- The Order also frequently has attachments that are called EXHIBITS. Please make sure your Decree has all **Exhibits** attached. You can name them alphabetically (ie: Exhibit A, Exhibit B).
  - Your case may have different exhibits, but the typical ones are Possession Orders (visitation), Child Support and Health Insurance.
  - Those Exhibits must stay **WITH** your Order and become **PART OF** your Order.
  - Make sure you list **ALL** property either party has, even if it is "in your own name."
  - Property acquired during marriage is *presumed* to be community property. Separate property is 1) purchased before marriage, OR 2) a gift, inheritance, or disability.
  - House/Land: You need the true *legal description* as found on your deed in your closing papers.
- If respondent consents to all terms, **have respondent sign the Final Order (Final Decree of Divorce, Modification Order or Suit Affecting Parent-Child Relationship Order).**
- If your respondent **HAS** signed, but you had portions blank in the order (example-amount of child support, type of custody (Joint or Sole) and/or cash medical support for health insurance (if children are on Medicaid or state

assistance) not filled in, you'll have to get the respondent to sign again to the new terms. You can't "blank check" a decree.

- If you did make new changes, you can **SCAN and send the whole order, with exhibits** to the other side, and either get a **new signature** or get his or her **initials** on the new items. No screenshots or pictures!
- *If respondent does not sign a waiver of service or file an answer*, you need to make sure he/she was SERVED. If the Respondent has not filed an answer or signed a waiver of service, you will need these documents:
  - "Cert. of Last Known Address" and
  - "Military Status Affidavit" (both attached)

#### OTHER ITEMS YOU MIGHT NEED:

- If someone is paying child support.
  - **Income Withholding for Support Order** ([texaslawhelp.org](http://texaslawhelp.org)) You will need this even if other party is unemployed right now. If someone is paying child support, *you will need this form* even if you and your respondent agreed to suspend withholding.
  - **Record of Support Order** (*attached*) in all cases with child support.
- A **Domestic Relations Order** *is required* if your case divides *retirement*. You can hire an attorney for the sole purpose of preparing a DRO. There are no fill-in-the-blank forms. You will have to DRAFT it.
- You will need to fill out a **Statement of Evidence** (*attached*) and **BVS form** (*attached*)
- **After your final order has been signed by the judge and finalized**, complete these following tasks with the Coryell County District Clerk's Office:
- If you are going to withhold child support NOW:
  - Pay \$20 for the income withholding order to Coryell County District Clerk's office
  - If you're mailing it in, please write a note saying that the "fee is to pay for Obligor's Employer to be SERVED with the IWO.
- You can get COPIES of your Final Decree (or any other documents in your case) through the Coryell County District Clerk's office. You will have to **pay for copies**. \$1 per page and \$5 for certified copies.
  - If your case has a name change, or division of retirement, you'll probably need a certified copy. If you are a **voter**, you will need to contact the Coryell County Elections office to change your name in the voter registry. You'll want to bring a copy of your certified Decree or a Certificate of Name Change when you vote to be safe. The Department of Motor Vehicles and the

Social Security Administration will require a CERTIFIED copy of the name change. You can either get a certified copy of the DECREE, or you can pay the District Clerk's Office to issue a Certificate of Name Change.