

PUBLIC FILING PRO SE WITHOUT AN ATTORNEY INFORMATION SHEET
THIS IS FOR FILING A DIVORCE.

Please print and read closely you will be held to the same requirements as a attorney.

THERE IS A PACKET INCLUDED SO THAT WHEN YOU COME TO THE
OFFICE YOU HAVE ALL YOUR PAPER WORK IN ORDER.

**TERESIA COKER DISTRICT CLERK
ANDERSON COUNTY PALESTINE, TEXAS**

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

THE DISTRICT CLERK'S OFFICE DOES NOT SUPPLY FORMS NECESSARY TO FILE FOR DIVORCE.
WE ARE NOT ATTORNEYS 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.

(FREE WEBSITE) ***** TexasLawHelp.org

PROCEDURES FOR FILING YOUR OWN DIVORCE

1. Bring your original petition and 2 copies & completed VS-165 form to the District Clerk's office to be filed.
2. The filing fees for Divorce where spouse signs a waiver \$ 350.00
Divorce with a citation and service in Anderson County \$ 458.00. Due at the time of filing
ISSUANCE AND SERVICE REQUEST form is included if you need service. Please make sure the address
You provide a good address to get service.
3. Your petition will be filed and assigned a cause number and court. Please have this.
information available when contacting our office concerning your case. The District Clerk
phone number is 903-723-7412. Our hours are 8:00 AM to 5:00 PM closed 12 till 1 pm lunch.
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 you may appear before the
Court to have the final decree entered. To obtain a hearing call the court coordinator.
3rd, 87th, 369th and 349th District Court Coordinator call 903-723-7414
County Court at Law Coordinator call 903-723-7469
6. When you come to the courthouse for your final hearing bring your Final Decree for Divorce and 2
copies, make sure that paperwork is filled in and completed so that the Divorce can be granted.
7. Report to the assigned courtroom 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. There is Prove-up Script for Uncontested Divorce with No Children
9. There is also a VS-165 that must be filled out at the time of filing the case.

YOU MAY ALSO RECEIVE CERTIFIED COPIES OF YOUR DECREE AT THIS TIME. THE COST IS \$1 PER PAGE PLUS 5 DOLLAR TO BE CERTIFIED. IF YOU BRING 3 COPIES YOU CAN COME DOWN TO THE CLERKS OFFICE WITHIN MINUTES OF HEARING AND GET ONE CERTIFIED FREE. IF THERE IS ANYTIME BETWEEN YOU COMING TO THE OFFICE YOU WILL HAVE TO PURCHASE THE CERTIFIED COPY.

Please sign name of person filing with the District Clerk's office _____

WE ARE SORRY THAT WE CANNOT LEGALLY HELP YOU WITH ANY ADDITIONAL INFORMATION, BUT PLEASE CALL OUR OFFICE AT 903-723-7412 FOR INFORMATION REGARDING THESE INSTRUCTIONS

THANK YOU,

TERESIA COKER, DISTRICT CLERK, ANDERSON COUNTY, TEXAS.

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 1ST 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 1ST 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 THIS 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 07/2017

CHILD 4	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 512-776-3010.

The VSU-165 form must be printed double-sided (one sheet not two).

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) 776-7164.

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.

ISSUANCE AND SERVICE REQUEST

Cause No. _____

Date: _____

ISSUANCE:

Party to be served: _____

Place where party being served: _____

Service Address: _____

City, State, Zip _____

Phone# _____

SERVICE BY: Co Sheriff. _____ Private Process Server. _____

Picking up for Out of County Sheriff. _____ Other. _____

Picking up for Out of County Service. _____

CHECK ISSUANCE REQUESTED

___ Citation

___ Notice to Show Cause

___ Citation by Certified Mail

___ Precept

___ Citation by posting

___ Protective Order

___ Citation by Publication

___ Subpoena

___ Temporary Restraining Order

___ Other _____

Signature of Requestor

Deputy Clerk

Prove-up Script for Uncontested Divorce with No Children

Your Honor, my name is _____.

I am presently married to _____.

I have lived and resided in Texas for 6 months before the filing of my divorce; and I have lived in Anderson County for more than 90 days before the filing of my divorce.

My spouse and I stopped living together around _____.

Our marriage is broken; we cannot live together anymore, because we don't get along; as a result of not getting along, our marriage has been destroyed.

I don't believe we will ever be able to live together again.

We did not have any children; we did not adopt any children.

We are not expecting any children.

We have made an agreement about our property and debts and what is to happen to them; we think our agreement is fair.

I have given you a copy of the Decree of Divorce, which we agree to.

We ask that you give us a divorce and approve our agreements.

Thanks, Judge