

FILED

**INSTRUCTIONS TO PRO SE LITIGANTS IN DIVORCE CASES**

**PLEASE READ COMPLETELY**

2011 MAY 31 PM 3:24

Court Administrators, Court Coordinators, nor any personnel of the District Clerk's office can practice law or give you any type of legal advice.

Please do not ask them to do so.

*Carly's Office*  
DISTRICT CLERK  
VICTORIA COUNTY, TEXAS

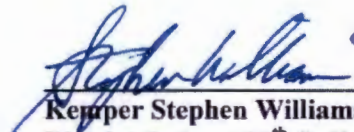
If you choose to represent yourself in a divorce, you **MUST** comply with the following Court rules before asking the Court to grant a divorce:

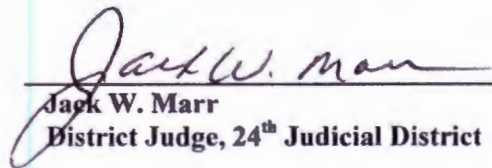
1. ALL pleadings and Court orders **MUST** appear neat, clean, with no smudges or strikeouts.
2. ALL fill in the blank pleadings and decrees **MUST** be FULLY filled in. **NO BLANKS**.
3. If anything contained in the forms you are using do not apply to you and your spouse, **DO NOT** include them in your petition or your decree.
4. All pleadings and decrees **MUST** be printed on 8 ½ X 11 inch paper.
5. If your divorce involves motor vehicles, you **MUST** describe the vehicle by manufacturer, model year, and vehicle I.D. number.
6. If the divorce/decreed involves real estate, you **MUST** include the proper legal description of the real estate and information concerning the bank or lien holder.
7. If children were born during the marriage, the decree **MUST** include the following:
  - a. Provision for custody of the children and with whom they will live.
  - b. A schedule of visitation (possession order).
  - c. Provision for the children to be covered by health insurance, and must identify the parent who is ordered to provide and pay for health insurance.
  - d. Provision for child support in accordance with the guidelines in the Texas Family Code. **CHILD SUPPORT CANNOT BE WAIVED** without approval of the Court which will rarely be given.
  - e. If a child is not the child of the spouse but was born during the marriage, the child **MUST** be listed in the decree and paternity **MUST** be established by a prior court order. A certified copy of the court order **MUST** be presented to the Court.
  - f. If there is a prior court order which governs possession and access to a child or child support, a certified copy of that order **MUST** be presented to the Court.
8. Obtain the Bureau of Vital Statistics form from the District Clerk's office and have it completely filled out before you come to court for your divorce.
9. ALL Decrees of Divorce **MUST** be submitted to the Judge hearing the case upon the call of the docket on the final hearing date.

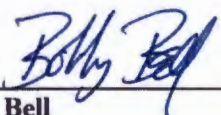
10. All Court settings shall be obtained by calling the court coordinator at 361-575-2351, or by e-mail at [jgloor@vctx.org](mailto:jgloor@vctx.org).

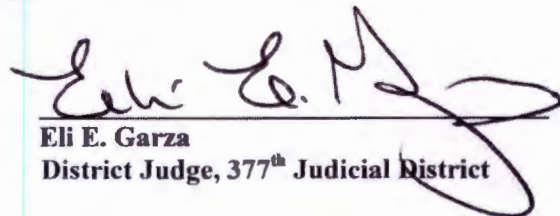
The District Clerk's office shall provide a copy of these instructions to all parties filing a *pro se* divorce petition.

SIGNED AND ORDERED THIS THE 31<sup>st</sup> DAY OF May, 2017.

  
\_\_\_\_\_  
Kemper Stephen Williams  
District Judge, 135<sup>th</sup> Judicial District

  
\_\_\_\_\_  
Jack W. Marr  
District Judge, 24<sup>th</sup> Judicial District

  
\_\_\_\_\_  
Bobby Bell  
District Judge, 267<sup>th</sup> Judicial District

  
\_\_\_\_\_  
Eli E. Garza  
District Judge, 377<sup>th</sup> Judicial District