

INFORMATION FOR FILING A DIVORCE – PRO SE

THE DISTRICT CLERK’S OFFICE DOES NOT SUPPLY THE LEGAL 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 case to the court. Some people have purchased forms through an office supply store, the library or through the internet. **You can find state-approved, free legal forms at www.texaslawhelp.org.**

PROCEDURES FOR FILING YOUR DIVORCE:

- 1 Bring your original petition and two copies to the District Clerk’s office to be filed.
- 2 The Filing fees are: Divorce – spouse signs a waiver of service-----\$350
Divorce with citation in Archer County-----\$483

ALL FEES ARE DUE AT THE TIME OF THE FILING

- 3 Your petition will be filed and assigned a cause number. Please have this information available when contacting our office concerning your case.
- 4 The District Clerk’s phone number is (940)574-4615. Our office hours are 8:30a.m. to 5:00p.m. and are closed 12:00p.m. to 1:00p.m. for lunch.
- 5 The petition must be on file for at least 60 days before the final hearing can be held.
- 6 You will need to schedule a hearing date by calling Amanda Cunningham, Court Coordinator, at (940)894-2066.
- 7 On the day of the final hearing, you will need to bring your prepared Final Decree of Divorce. Once the decree is signed and filed, the clerk’s office will provide both parties with a file stamped copy at no cost. A fee will be required for any additional copies. You will also need the completed vital statistics form, which can be picked up in the District Clerk’s office or also can be found on the District Clerk’s page at www.co.archer.tx.us.
- 8 Your hearing will be held in the 97th district courtroom, located on the second floor of the Courthouse. Be seated in the courtroom. If you are not present at time the docket is called by the judge, your hearing will be rescheduled. The judge cannot assist you with your divorce. You must know how to present your case in the courtroom.

Thank you,

Lori Rutledge, Archer County District Clerk