

**INFORMATION FOR FILING A DIVORCE- PRO SE- SABINE 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.

The only suggestions or advice that we can offer are, that you can search on the internet “HOW TO DO A DIVORCE IN TEXAS”, go the PUBLIC LIBRARY and purchase a divorce packet, refer to the website [www.texaslawhelp.org](http://www.texaslawhelp.org) for online forms, or see an attorney for advice.

**PROCEDURES FOR FILING YOUR OWN DIVORCE**

1. Bring your Original Petition and 2 copies to the District Clerk’s office to be filed.
2. The filing fees are: Divorce where spouse signs a WAIVER OF SERVICE.... \$350.00 and Divorce with Citation and service in Sabine County ..... \$458.00 due at the time of filing the Petition.
3. Your Petition will be filed and assigned a cause number.
4. The Petition must be on file for at least **60 DAYS before the final hearing can be set.** After the 60 days have expired and the Respondent has been served the citation or signed a WAIVER OF SERVICE, you may set a hearing before the Court to have Final Decree of Divorce entered. Family court is held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of every month. You will need to report to the District Clerk’s office around 8:30AM.
5. On the day of the hearing, you must bring the FINAL DECREE OF DIVORCE filled out in the areas that apply to you and you must complete the Vital Statistics form that may be picked up in the District Clerks office.
6. If you or your spouse wants the wages garnished from a paycheck for child support then you will need to speak with the District Clerk’s office regarding this matter. There is a **\$15.00 fee for issuing the Withholding Order.** You will need to supply to the District Clerk’s office information on the Employer. Such as Employer’s name, address, and phone number.

BY YOUR REQUEST, YOU CAN RECEIVE (2) CERTIFIED COPIES OF YOUR DECREE AT THE TIME THE DIVORCE IS FINALIZED. AT YOUR REQUEST, THE DISTRICT CLERK WILL GET A COPY TO THE OTHER PARTY.

WE ARE SORRY THAT WE CANNOT LEGALLY HELP YOU WITH ANY ADDITIONAL INFORMATION. YOU CAN GO TO [WWW.TEXASLAWHELP.ORG](http://WWW.TEXASLAWHELP.ORG) FOR FURTHER ASSISSTANCE.

IF YOU HAVE ANY QUESTIONS REGARDING THESE INSTRUCTIONS, PLEASE FEEL FREE TO CONTACT OUR OFFICE AT 409-787-2912. *WE ARE OPEN MONDAY–FRIDAY FROM 8AM TO 12PM, AND 1PM TO 4PM.*