



Rosa Norsworthy, District Clerk
County of Jasper
121 North Austin Room, 202 Jasper, TX 75951
Phone: (409) 384-2721 Fax: (409) 383 -7501
Email: dclerk@co.jasper.tx.us

INFORMATION FOR FILING A PRO SE DIVORCE - JASPER COUNTY

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. You may also want to try visiting "TEXASLAWHELP.ORG" for assistance online.

PROCEDURES FOR FILING YOUR OWN DIVORCE.

PROCEDURES FOR FILING YOUR OWN DIVORCE

1. Bring the Completed **Original Petition for Divorce** to the District Clerk's office to be filed. You will need to attach a standing order behind the Original Petition for Divorce.
 - The standing order applies in every divorce and suit affecting the parent-child relationship. Our office will automatically attach this to your petition if it is not already attached. You may want to review this to see how it may affect you or your family.
2. The filing fees for a Divorce where the spouse signs Waiver of Service \$350.00
And a Divorce with Citation and Service in Jasper County\$508.00
Please note you may need to check and make sure the filing fees have not increased.
Payment is accepted in the form of cash, money order, cashier's check, or credit card (there is a processing for using a credit card).
3. Your petition will be filed, stamped with the date and time of filing, and assigned a cause number. Please make sure you have this information available when you contact our office concerning the case.
4. In most cases, the petition must be on file for at least **60 days** before you can go before the judge for the final Hearing; After the **60 days** have expired and the Respondent has been served or signed a *Waiver of Service*, you may call the District Clerk's office and request that your Final Decree of Divorce be forwarded to the Judge's office (*this ONLY applies to divorces without children*)
5. If a citation was served and an answer was filed, you will need to schedule a hearing date for the **First Friday of the Month Family Docket**. This is your responsibility to reach our office.

6. The **Vital Statistic Form** must be completed and filled when you are filing the final decree. This is a state-mandated form that can be located on the internet or at texaslawhelp.org, we also keep this form in our office.
7. **A Final Decree of Divorce** will be needed for the judge to sign. Please fill out every page and try to not leave blank areas, this can be brought to the courthouse for your final hearing.
8. **An Affidavit of Prove** is now required on ALL pro se' divorces, make sure you bring this on the day of your hearing or before your 60 days are up.
9. If you come to the courthouse for your final hearing bring with you the proposed **Final Decree of Divorce** and the completed **Vital Statistics Form 165** if it is in your file and turned in before your 60 days, then you do not need to bring the forms with you. 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.
10. If your divorce is uncontested, please make sure all the documents are in your case prior to 60 days and then they can be forwarded to the District Court for the Judge's review.
11. After the divorce has been granted, you may come to our office to get a certified copy. The cost is \$1.00 a page plus \$5.00 for a certified copy.

ADDITIONAL INFORMATION FOR PRO SE DIVORCES WITH CHILDREN

1. Before a Pro Se Petitioner may schedule a hearing in a Divorce with Children, the Petitioner must fill out the Application for IV-D Services. They can go to this link to complete the application: <https://childsupport.oag.texas.gov>. This process will be done online now.
2. The Attorney General must be involved with all Pro Se' Divorces with children. They will need to intervene in the case or file a Child Support Review Order.
3. A Final Decree of Divorce will be needed for the judge to sign. Please fill out every page and try to not leave blank areas.
4. All Divorces with children will need to be placed on the **First Friday**, Family Docket. It is the petitioner's responsibility to call our office and ask to be on the docket.

***AS A PRO SE FILER YOU ARE ACTING AS YOUR OWN ATTORNEY. DOCKET IS DONE THE THIRD THURSDAY OF EVERY MONTH; HOWEVER, THIS DATE IS SUBJECT TO CHANGE OR CANCEL. IT IS THE PETITIONER'S RESPONSIBILITY TO CONTACT OUR OFFICE AT (409) 384-2721 THE DAY BEFORE THE FAMILY DOCKET, *THURSDAY*, TO VERIFY THAT THEY ARE ON THE DOCKET AND COURT WILL BE HELD.**

IT IS NOT OUR RESPONSIBILITY TO REACH OUT TO THE PARTIES IF THE DOCKET CHANGES OR A CANCELLATION HAPPENS. AT TIMES WE WILL GIVE A COURTESY PHONE CALL OR EMAIL. PLEASE MAKE SURE ALL EMAILS AND TELEPHONE NUMBERS ARE UP TO DATE ON THE CASE.

ONCE THE DECREE OF DIVORCE IS SIGNED. YOU WILL RECEIVE A NOTICE OF SIGNING TO PARTIES VIA U.S. POSTAL SERVICE THAT WILL NOTIFY YOU THAT YOUR FINAL DECREE HAS BEEN SIGNED AND COPIES ARE AVAILABLE TO YOU FOR \$1 PER PAGE.

YOU ARE RESPONSIBLE FOR GETTING A COPY TO YOUR EX-SPOUSE.

IF YOU NEED ADDITIONAL INFORMATION, YOU MAY CONTACT LEGAL AID AT 1-800-354-1889.

IF YOU HAVE ANY QUESTIONS REGARDING THESE INSTRUCTIONS, PLEASE FEEL FREE TO CONTACT OUR OFFICE AT 409-384-2721. WE ARE OPEN MONDAY-FRIDAY FROM 8A.M.-4:30P.M.

THANK YOU, ROSA NORSWORTHY, JASPER COUNTY DISTRICT CLERK

Revised on: 07/7/2025