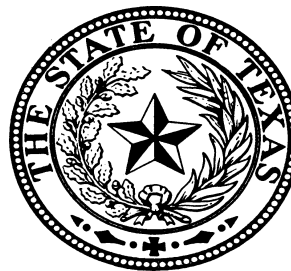


SCOTT K. FIELD

District Judge
480th District Judge
Williamson County, Texas



Agreed Divorce Checklist for Pro Se Litigants

If you and your spouse are representing yourselves without the assistance of a lawyer, you must complete the checklist items below.

- Petition.** The Original Petition for Divorce must be on file with the District Clerk's Office for the required 60-day waiting period, except in limited situations involving family violence.
- Service.** Your spouse must be served with the petition through one of the following methods:
 - Respondent signed and filed a waiver of service with the District Clerk's Office;
 - Respondent filed a written response / answer with the District Clerk's Office; or
 - Respondent has been formally served with the petition (served by a sheriff, constable or private process server with a copy of the petition), the return of citation has been on file for the required 10 days, and the time for filing an answer has expired.
- Statement of Evidence.** You must provide written testimony by filing the Statement of Evidence that applies to your case. Form may be found on the 480th District Court website under the "Documents" tab.
- Divorce Decree.** The proposed decree that applies to your case must be filed with the District Clerk's Office. You are required to prepare your own decree and ensure it is filled out in its entirety. If you fail to do so, your decree will be rejected, and you will be required to submit a corrected decree. Forms can be found at <https://texaslawhelp.org/>.
- Contact.** Please call (512-943-3620) or email (shirley.cleere@wilco.org), the District Court Operations Administrator, Shirley Cleere **after** you have completed all the above steps, so she can review your filings and send them to Judge Field's electronic queue.
- Copies.** Make copies of any documents you file with the District's Clerk's Office for your records. Once Decree has been granted you may request a copy with the District Clerk's Office at DCRequest@wilco.org.