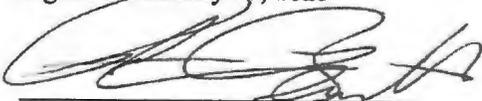


360th District Court
Self-Represented Litigant Instructions

- FILED
TARRANT COUNTY
2023 JAN 20 PM 2:30
DISTRICT CLERK
1. The District Clerk, the Court Coordinators and the Law Librarians are prohibited from giving legal advice. **PLEASE DO NOT ASK THE COURT CLERKS, COURT COORDINATORS OR OTHER COURT STAFF FOR LEGAL ADVICE.** If you need legal forms, you may visit the Law Library on the 4th Floor of the Old Courthouse or visit www.tyla.com.
 2. **The Court Coordinator and the District Clerk are two separate offices with two different roles.** Please be sure you pay attention and ensure you give the correct document to the correct office. To file a document with the **DISTRICT CLERK**, please use the e-filing system, bring the document to the clerk, or mail it to the Tarrant County District Clerk, 200 E. Weatherford Street, Fort Worth, Texas 76196.
 3. You are representing yourself in this matter. You are charged with knowing and understanding the law and following proper procedure as set forth in the Texas Rules of Civil Procedure, the Texas Rules of Evidence, the Texas Family Code, and all other applicable laws.
 4. If a waiver is signed, it must be signed and notarized **AFTER** the Original Petition for Divorce is filed. If the other party does not sign a waiver or answer, the other party must be served with process as directed by the Texas Rules of Civil Procedure. Waivers, Answers, and/or Returns of Service must be filed with the **DISTRICT CLERK**. **DO NOT EMAIL** these documents to the coordinator.
 5. If you don't have children and you agree or qualify for a default, once you have filed your petition, please email any proposed decree or order to 360coordinator@tarrantcounty.com **AFTER** the 61 day waiting period. This email is only to be used for sending your decree or for sending proposed orders and for questions about court dates. This email cannot be used to file documents with the clerk. The order or decree may require the signature of both parties. Legal advice will not be given via this email or in any manner by the Court Coordinator.
 6. If there are children involved, it is **REQUIRED** that you take the six-hour online co-parenting course at <https://www.onlineparentingprograms.com/online-classes/co-parenting-divorce-class.html>. Please file your certificate of completion with the District Clerk and put the Cause Number in the upper left-hand corner of this document on that certificate before filing.
 7. If children are involved and you and your spouse agree on all terms of the divorce **OR** you qualify for a default divorce please contact the Legal Division of the Tarrant County Domestic Relations Office (DRO) at (817) 884-1879 **OR** DRO-Legal@tarrantcountytx.gov for the sole and limited purpose of determining the children's issues in your order are enforceable. If you qualify, an attorney may assist you for the limited purposes of ensuring that your child support and visitation provision orders are enforceable. **THE DRO ATTORNEY IS NOT YOUR ATTORNEY AND WILL NOT GIVE YOU ANY OPINION AS TO ANY ASPECT OF PROPERTY DIVISION AND/OR WHETHER THE AGREEMENT IS IN YOUR BEST INTEREST OR THE BEST INTEREST OF THE CHILD.**
 8. If you change your address, phone number and/or email, please file a written notice of change of address with the District Clerk. To send notice to the **DISTRICT CLERK**, as described in paragraph 2 on this page.
 9. The orders will be reviewed for the sole purpose of determining if there are legal grounds for the judge to sign the orders. **JUDGES DO NOT GIVE ADVICE AS TO THE LEGAL SUFFICIENCY AND/OR ADVISABILITY OF LEGAL PROCEEDINGS AND/OR ORDERS.**
 10. If we reject your proposed order or decree as to form, we cannot provide legal advice nor do we state the reason for the rejection. **JUDGES AND COURT STAFF DO NOT GIVE ADVICE AS TO THE LEGAL SUFFICIENCY AND/OR ADVISABILITY OF LEGAL PROCEEDINGS AND/OR ORDERS.**

11. If all the proper paperwork is on file for the case to proceed to final and it is determined that the orders meet the minimum requirements necessary for signature, the coordinator will set this case for final. **Do not repeatedly email the coordinator for status.**
12. The Court Coordinator will give you a date and time to appear. It is your responsibility to notify the other side of trial if that is required under the Texas Rules of Civil Procedure.
13. The Court Coordinator will give you notice of final trial at least 60 days from the date the trial is scheduled. **IF YOU FAIL TO APPEAR ON YOUR SCHEDULED DATE, YOU MAY BE DEFAULTED, OR THE CASE MAY BE DISMISSED FOR WANT OF PROSECUTION.**
14. On the day you appear in court, please report to the 360th Court Clerk on the 4th Floor of 200 E. Weatherford promptly at 12:30 p.m. **APPROPRIATE ATTIRE IS REQUIRED. YOU WILL NOT BE ALLOWED IN THE COURTROOM AND YOUR MATTER WILL NOT BE FINALIZED IF YOU ARE WEARING SHORTS, FLIP FLOPS, OR OTHER INAPPROPRIATE ATTIRE.**
15. **PLEASE DO NOT BRING YOUR CHILDREN TO THE COURTHOUSE ON THE DATE YOU ARE TO APPEAR IN COURT.**
16. On the date of your trial, bring the following documents:
 - a) An original and two copies of your COMPLETED FINAL ORDER that was approved;
 - b) Information on Suit Affecting the Family Relationship, which is attached as part of this packet;
 - c) If children are involved bring four copies of the COMPLETED Wage Withholding Order, which is attached as a part of this packet; and
 - d) If children are involved, bring a completed Record of Child Support, which is attached as a part of this packet.
17. If you have not paid your filing fees pursuant to an affidavit of inability, the Court may conduct a hearing on whether you must pay those fees. Such a hearing will be noted on your notice of trial. If there is a notice, please be prepared to support your contention that fees should not be paid. In the event that the Court determines that fees should be paid, your matter will not be finalized until all filing fees are paid.
18. Parking is available at (a) the parking garage east of the Family Law Center on Calhoun between Weatherford and 1st Street; (b) other pay for parking lots near the courthouse; and (c) meters around the courthouse. Please allow enough time to park and bring sufficient funds to park.
19. The 360th District Court follows the Fort Worth ISD closing schedule for inclement weather. If you feel the conditions are unsafe to travel, please email the coordinator at 360coordinator@tarrantcounty.com, and she will reset your date.

Signed on January 10, 2023



Judge Patricia Baca Bennett