

County Court at Law No. 4
Uncontested Docket Procedure and Checklist
Self-Represented Litigants (Pro Se)

Individuals who are not represented by an attorney

The following is a list of items that **must** be completed prior to appearing before the Judge:

_____ petition has been on file for the required 60-day waiting period.

_____ service has been accomplished by 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 process (served by a sheriff, constable or private process server with a copy of the petition), the return has been on file for the required 10 days and the time for filing an answer has expired

_____ the final decree of divorce has been reviewed and approved by both parties and submitted to the Court Administrator at least 5 days prior to the scheduled final hearing. Judge requires both parties signature on the final decree of divorce, except in the case where respondent was served with process and has not filed an answer (default) and will not consider decrees with incomplete information and/or blanks.

After the 60-day waiting period, if the parties have reached an agreement or if the respondent has defaulted (in other words, never responded to your petition), you may appear before the Court to finalize your divorce. To obtain a setting for your case, please contact the Court Administrator at SThreadgill@wilco.org. You will need to appear at the date and time provided and bring hard copies of all the documents that will require the Judge's signature.

** if your divorce is contested, meaning not agreed to, please email the Court Administrator at SThreadgill@wilco.org to obtain a trial date.

This notice regarding basic court procedure is provided for informational purposes only and should not be substituted for legal advice.
If you have any questions and/or concerns, you will need to consult a qualified legal professional