

INSTRUCTIONS FOR FILING DIVORCE IN PROPER PERSON

- No appointment is necessary.
- All divorces in proper person (representing yourself) are taken up in the morning only, beginning at 9:00 a.m.
- You must file your suit with the Clerk of Court's Office BEFORE you go to Court.
- You will be sent to the correct Judge for your divorce. The Judge who will hear the matter is called the "duty judge". You **MUST** call the Clerk's office in order to find out who the duty judge is for the week you want to come in for your divorce.
- Certain judges will not hear divorce matters during their duty week or on specific days during their duty week. No divorces are taken up during a "Fifth Week". Our office will direct you if either one of these situations apply to you.
- All documents prepared by you must be properly signed and notarized. You may represent yourself, but the Clerk's Office personnel are not allowed to give legal advice nor help filling out your paperwork. **You must know** under which Civil Code you are filing your divorce.
- Do not fold documents.
- On the day of your divorce hearing, report to the Civil Suit Department for 8:30 o'clock a.m.
- You must provide the address for both parties in the divorce petition.
- You must have two (2) witnesses with you.
- Proper dress code is required in the courtrooms.
- The filing fee for a divorce without minor children and without service is \$275.00.
- The filing fee for divorce with minor children and not separated for one (1) full year is \$300.00 and up depending on the number of hearings until it is finalized.
- The costs must be paid at the time of filing.
- You do not need a copy of your marriage license.
- If you need any further assistance, please call our Civil Suit Department @ 985-868-5660.
- Our office hours are 8:30 a.m. until 4:30 p.m., including the noon hour.