

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 nine o'clock a.m.
- On the day of your divorce hearing, you must report to the Civil Suit Department for 8:30 o'clock 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.

You may not be allowed to proceed with your divorce if the judge hearing your matter makes that decision. If this should happen, you and your witnesses will have to return on another day for your divorce.

- 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.
- The filing fee (court costs) for an uncontested divorce is \$350.00. This is an estimated cost. If additional costs are incurred because of continuances, service, or other reasons, you will have to pay the additional costs. The court costs of \$350.00 must be paid in full at the time of filing.
- You must provide the address for both parties in the divorce petition.
- Do not fold documents.
- Proper dress code is required in the courtrooms.
- You do not need a copy of your marriage license.
- If you have any further questions, please call our Civil Suit Department @ 985-868-5660.
- Our office hours are 8:30-4:30 including the noon hour.