

INFORMATION FOR FILING A PETITION FOR PARENT-CHILD RELATIONSHIP-- PRO SE -- McLENNAN COUNTY DISTRICT CLERK

THE DISTRICT CLERK'S OFFICE DOES NOT SUPPLY FORMS NECESSARY TO FILE YOUR PETITION. WE ARE NOT ATTORNEYS AND ARE LEGALLY PROHIBITED FROM GIVING ANY LEGAL ADVICE.

Your petition has been filed and assigned a cause number and court. Please have this information available when contacting this office or other court personnel concerning your case. The District Clerk's Office telephone number is 254-757-5057 and business hours are Monday through Friday 8:00 AM to 5:00 PM.

After your paperwork is in order, you may appear before the Court for a final hearing to have your case finalized.
You must call and schedule your hearing with the court to which your case is assigned.

DO NOT CALL TO SET YOUR CASE FOR FINAL HEARING UNTIL YOU HAVE REVIEWED THE ADDITIONAL INFORMATION FOR PRO SE LITIGANTS AT THE WEBSITE OF THE COURT IN WHICH YOUR CASE IS FILED:

- 74th District Court 254-757-5075 / 2601 Gholson Rd., Waco, Texas 76704
<http://co.mclennan.tx.us/distjudges/74thcourt.aspx>
- 170th District Court 254-757-5045 / 501 Washington Ave., Ste. 211, Waco, Texas 76701
<http://co.mclennan.tx.us/distjudges/170thcourt.aspx>
- 414th District Court 254-757-5053 / 501 Washington Ave., Ste. 307, Waco, Texas 76701
<http://co.mclennan.tx.us/distjudges/414thcourt.aspx>

Your cause number is _____ and your petition has been filed in the _____ District Court.

When you come to the courthouse for your final hearing bring your final order and extra copies to be file marked and the completed vital statistic forms required by the state, which may be picked up in the District Clerk's Office or on-line under the District Clerk's form section. **Your final order must be filed with the District Clerk's Office after the Judge signs it.**

Report to the assigned courtroom and check in with the court administrator. The Judge cannot assist or advise you with your case. You must know how to present your case in the courtroom to the Judge.

If you or someone else will be receiving child support, you must return to the District Clerk's Office after the final hearing and provide required information to set up a child support account that will be collected and disbursed through the State Disbursement Unit in San Antonio (Attorney General's Child Support Division).

Pursuant to the Local Court Rules the District Judges have entered a **SECOND AMENDED Standing Order Regarding Children, Property and Conduct of the Parties**. This order applies to all divorce petitions and suits affecting the parent-child relationship (except AG initiated cases and CPS cases) filed after May 5, 2008 while the case is pending with the court. **A copy of this standing order must be attached to all original and copies of the original and/or amended divorce petitions as well as original and copies of the original and/or amended suit affecting the parent child relationship petitions.** Visit the website <http://countyofmclennan.us/McLennanWeb/districtclerk.aspx> under the Forms & Fee Information to **download copies** of the 2nd Amended Standing Order.

YOU MAY ALSO RECEIVE CERTIFIED COPIES OF YOUR FINAL ORDER AT THE TIME OF FILING THE FINAL ORDER. THE COST IS \$1 PER PAGE FOR THE FINAL ORDER OR \$3.00 IF YOU PROVIDE AN EXACT COPY TO BE CERTIFIED.

WE ARE SORRY THAT WE CANNOT LEGALLY HELP YOU WITH ANY ADDITIONAL INFORMATION, BUT PLEASE CALL OUR OFFICE AT 254-757-5057 FOR INFORMATION REGARDING THESE INSTRUCTIONS OR VISIT OUR WEBSITE AT <http://countyofmclennan.us/McLennanWeb/districtclerk.aspx>

**THANK YOU, JON R. GIMBLE
DISTRICT CLERK, McLENNAN COUNTY**