

In the Matter of _____
and _____
And in the Interest of: _____

§ _____
§ _____
§ _____
§ _____
§ _____
§ _____
Cause No.: 2014DCM _____

CASE SCREENING INSTRUMENT

Instructions:

This form MUST be completed and filed with any Initial Pleading filed in the Family District Courts.

Failure to comply with completing this Instrument will prevent the case from receiving a hearing date from the Court Coordinator.

CHECK ALL THAT APPLY:

1. PRIOR RELATED CASES:

() Marriage Dissolution	_____ Cause No.	Pending	_____
() Child Support (AG)	_____ Cause No.	Yes	_____
() Protective Orders	_____ Cause No.	No	_____
() SAPCR	_____ Cause No.		_____
() Writs	_____ Cause No.		_____
() CPS	_____ Cause No.		_____
() Other	_____ Cause No.		_____

CHECK ALL THAT APPLY TO THE CURRENT FILING:

2. TYPE OF PROCEEDING:

() Dissolution of Marriage	() SAPCR	() Child Abuse/Neglect
() Divorce	() Paternity	() IVD Child Support
() Annulment	() Child Support	
() Post-Decree Proceedings	() Modification	
() Protective Order	() Grandparent Access	
() Change of Name	() Enforcement	
() Other	() Access/Visitation	
	() TPR/Adoption	

CHECK ALL THAT APPLY:
3. DISPUTED ISSUES:

- | | |
|--|--|
| ☐ Custody | ☐ Child Support |
| ☐ Access/Visitation | ☐ Torts |
| ☐ Spousal Maintenance | ☐ Domestic Violence |
| ☐ Other _____ | ☐ Sale of Real Estate |
| | ☐ Business Valuation |
| | ☐ Division of Property/Debt |
| | ☐ Separate Property |
| | ☐ Disproportionate Division |
| ☐ Property | ☐ Reimbursement |
| ☐ Tracing | |

4. ☐ CASE IS EXPECTED TO BE UNCONTESTED AND WILL BE PRESENTED ON THE UNCONTESTED DOCKET.

5. INTERPRETER/SPECIAL ACCOMMODATIONS REQUEST
Will an interpreter be required for hearings scheduled in this matter? ☐ Yes ☐ No
Other accommodations _____

6. CERTIFICATION

I hereby certify that the aforementioned information is true and correct to the best of my knowledge.
Signed the _____ of _____, 2011

Attorney for Petitioner / Pro Se

Print Name

FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE IMPOSITION OF
SANCTIONS BY THE COURT.

*** RULE 1.02 PARTIES PROCEEDING PRO SE**

ANY NATURAL PERSON PROCEEDING ON HIS/HER OWN BEHALF WITHOUT AN ATTORNEY SHALL BE EXPECTED TO READ AND FOLLOW THESE LOCAL RULES, THE TEXAS RULES OF CIVIL PROCEDURE, THE TEXAS RULES OF CRIMINAL EVIDENCE, THE TEXAS RULES OF APPELLATE PROCEDURE, AS MAY BE APPROPRIATE IN THE PARTICULAR CASE. FAILURE TO COMPLY MAY BE SANCTIONED OR PUNISHED IN ACCORDANCE WITH APPLICABLE PROVISIONS OF ALL THESE RULES. PRO SE PARTIES SHALL BE RESPONSIBLE FOR PROVIDING THE CLERK WITH CURRENT ADDRESSES AND TELEPHONE NUMBERS, AND SHALL ALSO BE RESPONSIBLE FOR PROVIDING COPIES OF ALL PAPERS FILED TO ALL OTHER PARTIES OR ATTORNEYS. SUCH FILED PAPERS SHALL ALWAYS CONTAIN THE CURRENT ADDRESS AND PHONE NUMBER OF THE PRO SE PARTY. THE CLERK OF THE COURTS SHALL PROVIDE A PRO SE PARTY A COPY OF THIS RULE 1.02 AT THE TIME A PETITION OR AN ANSWER IS FILED.

*** AS OUTLINED IN THE EL PASO COUNTY LOCAL RULES; PART ONE; GENERAL RULES**



NORMA L. FAVELA

District Clerk

El Paso County

500 E. San Antonio St., Suite 103
El Paso, TX 79901-2457

(915) 546-2021

In The _____
County Court at Law No. _____
Judicial District
Of El Paso County, Texas

DATE: _____
TO: _____
CASE: 2014DCM

NOTICE TO ALL PARTIES FILING PRO SE

YOU HAVE BEEN PROVIDED WITH A COPY OF RULE 1.02 OF THE EL PASO LOCAL RULES.
This rule sets out your responsibility in this case.

Filed an Original Petition

Filed an Original Answer

The clerk filing this case will put this notice in the file, as the case is filed or as the answer is filed in this office.
If either is received by mail, a copy of the notice sent by mail will be placed in the file.
CLOCK IN AND RECORD IN THE SYSTEM THAT NOTICES HAVE BEEN GIVEN OR SENT



NORMA L. FAVELA

District Clerk

El Paso County

500 E. San Antonio St., Suite 103

El Paso, TX 79901-2457

(915) 546-2021

In The District Court Of El Paso County Texas

Judicial District

NOTICE

TO ALL PERSONS FILING A DIVORCE OR OTHER LAW SUIT USING DOCUMENTS THAT ARE NOT PREPARED BY AN ATTORNEY

1. Deputy Clerks in this office are prohibited from giving advice, answering legal questions or giving instructions with regard to divorce or any other Court proceedings. We can not answer questions you may have about correctness of papers you wish to file or procedures to obtain a Court decision

2. For the above stated reason, we advise you to consult an attorney or seek legal counsel if you have any questions or are unsure as to what you need to do.

3. If you pursue a legal action without an attorney representation, we will file documents you present to us and collect the filing fee at the time of filing. Regardless of the outcome of your court hearing, fees are not refundable. The Judge at your court hearing may reject your papers. Pauper's Oaths may be contested by the defendant.

4. We do not comply with instructions or information you may have read or obtained. We perform our clerk duties in accordance with the laws of the State of Texas. Directives in divorce "kits" are not binding on the Clerk and we do not process documents in accordance with any rules or instructions other than the governing laws and signed Court Orders.

I have read and understand the above information. I understand that the District Clerk or deputies in the District Clerk's office are prohibited from answering questions, advising or giving legal opinions.

SIGNATURE

PRINT NAME

DATE

ADDRESS

CITY, STATE, ZIP

CONTACT #