

## EL PASO COUNTY DOMESTIC RELATIONS OFFICE SELF-REPRESENTED FAMILY LITIGANT REQUEST FOR ORDER REVIEW

The Domestic Relations Office (DRO) provides legal information and review services to self-represented litigants that assists with drafting a final order to finalize their family law matter. The Applicant's initials are required before any review services or legal information are provided. By initialing below, I understand and agree with the following DRO conditions, limitations and policies:

A. CONDITIONS, LIMITATIONS AND POLICIES:

## Applicants may choose to access DRO's legal information and review services or access services from a private attorney. Self-Represented Services are not available when either party is represented by an attorney. The Applicant must consult with an attorney. The DRO will not validate any jurisdiction, demographic, child-related, financial, or property information in your pleadings, motions, orders or supporting documents. The DRO staff will not provide legal advice. Legal advice must be obtained from a private attorney or the applicant must make their own legal decisions. The DRO will provide the applicant with legal information to assist them with their case. The DRO will not provide services or legal information to a nonapplicant, including a friend or relative. The DRO recognizes Texas Law Help as the provider of Texas self-represented litigant forms www.texaslawhelp.com. The DRO will not review forms from other entities. Litigants who have paid for services from other providers are encouraged to return to their provider for assistance. Documents must be scanned, faxed or emailed. Phone pictures of documents or documents sent a single page at a time are not acceptable. Applicants must have a pending family lawsuit, which includes a filed petition and notice to the other party.

The Applicant must have a family law matter that will be finalized by:

Both parties agree on all terms of the case,

1) AGREEMENT:

	2) WAIVER:	The defendant has waived service								
	3) DEFAULT:	Requirements are met for a default	It judgment.							
	The other party must	have service or notice of the lawsuit b	by a:							
	1) Notarized Waive	er of Service,								
	2) Answer with a si	gned final decree, OR								
	3) Executed return	of Service by a process server.								
	*	ng period for the type of case needing	-							
	· · · · · · · · · · · · · · · · · · ·	the petitioner must wait 60 days after								
	2) In other family c	ases, the petitioner must wait until the	e Monday following 20 days after service to finalize.							
		child, the final order must provide for al support, and dental support. The only	or conservatorship, rights & duties, possession/access nly exception is a modification case.	s,						
	The following cases	involving complex property matters do	lo not qualify for services:							
	1) Either party own	s a business; or								
	2) The parties have	complex property issues.								
	Multiple closing form	ns may be required depending on the ty	type of case being finalized:							
	<ul> <li>For child related cases, an Income Withholding Order, a Record of Support Order Form, a TFC Section 105.006 Form, Court Checklist and BVS 165 Form are required.</li> </ul>									
	b. If a default judge	ment is needed, (1) a Certificate of Las (3) an Inventory and Appraisement, (4	ast Known Address, (2) a signed and notarized Milit (4) a Record Request, and (5) a Notice of Final Hear	•						
	The DRO will attem	ot to contact you within 5 business days	ys of submitting your documents.							
	of Review will be fil	ed advising the Court that your docume	der and supporting documents meet standards, a Noti ments appear to meet legal standards. At that time, y ission docket and appear to finalize your family law							
	•	for preparing all required documents ar prepare documents for you and will NO	and advancing your family law matter before the Jud NOT appear in court.	lge.						
В.	INFORMATION:									
1.	Your Name:									
	Las	First	Middle Initial							
2.	Telephone Number:	3. E-mail Address	ss:							
4.	Race: Whi	te African-American	☐ Hispanic ☐ Asian American							
		☐ Native American	•							

5. Annual	Income (Check): 3 \$25,001 to \$50,000		Less th	nan \$10,000 \$50,001 to \$75,00	00 🗆		to \$25,000 and above				
6. Cause N	Cause Number: 7. Court Number:										
	awsuit (Check):   Modification  the Other Party:		Suit A	No Children ffecting the Parent	Child (no m	- ,	hildren				
C. ATTAC	H DOCUMENTS:										
<ul> <li>Attach Final Order and Supporting Documents For Review</li> <li>Supporting Documents Based on Type of Lawsuit, i.e. BVS Form, Record of Support, Affidavits, A Certificate of Last Known Address, Military Status Affidavit.</li> </ul>											
D. SIGNAT	TURE:										
By signing lunderstand t	pelow, I am requesting review hat:	w of the	attache	d final order by the	e DRO to ens	sure the forr	n meets standards. I				
b. the c. rece rela d. I ma e. if I l f. The g. What	DRO - nor its attorneys - representation and review tionship between myself and may seek independent legal contains a questions that require legal DRO is not responsible for that I tell the DRO lawyers, volume of the property of the conditions of	mation v service the DR unsel at egal adv he outco unteers	and revies from AO; any time ice, I shome of rand state	the DRO does not ae; and could consult with a my case.	y to me, not constitute of private atto	r create an a	ttorney client				
Signature				-	——————————————————————————————————————						
Dignature					Date						