



NORMA FAVELA BARCELEAU

District Clerk

Enrique Moreno Courthouse
500 E. San Antonio St., Suite 103
El Paso, TX 79901-2457
(915) 273-3534
www.epcounty.com/districtclerk

*** RULE 1.02 PARTIES PROCEEDING PRO SE**

A) Any natural person proceeding on their 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 Evidence, the Texas Code of Criminal Procedure, and 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. Self-represented litigants shall be responsible for providing the clerk with the current addresses, email 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, email address, and phone number of the self-represented party. The clerks of the courts shall provide a self-represented party a copy of this Rule 1.02 at the time a petition or an answer is filed. Courts may use video conferencing for remote hearings.

B) Resources to assist self-represented litigants may be found online or in the law library located at the Enrique Moreno County Courthouse. For those seeking the assistance of lawyers, it may also be helpful to contact the local El Paso Bar Association.

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As outlined in the El Paso County Local Rules; Part One; General Rules

**IMPORTANT NOTICE REGARDING PETITIONS TO CHANGE NAME
OF CHILD OR ADULT**

Name changes may only be granted by the Courts of El Paso County **to persons who reside in El Paso County** pursuant to sections 45.001 and 45.101 of the *Texas Family Code*.



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DATE: _____
TO: _____
CASE: _____

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

NOTICE TO ALL PARTIES FILING PRO SE

You have been provided with a copy of RULE 1.02 OF THE EL PASO LOCAL RULES and Notice Regarding Petitions to Change Name of Child or Adult.

This rule sets out your responsibility in this case.

Filed an Original Petition _____ Initials 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



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In The District Court Of El Paso County Texas

CAUSE NO. _____

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

ADDRESS

PRINT NAME

EMAIL ADDRESS

DATE

CONTACT #