

DWOP DOCKET INSTRUCTIONS FOR THE 505TH DISTRICT COURT

1. This is a large trial/dismissal docket. Plan your day accordingly.
2. **DO NOT COME TO COURT ON DWOP DAY WANTING A MOTION TO RETAIN.**
If your intention is to file an Agreed Motion and Agreed Order to Retain, it must be filed with the District Clerk at least TWENTY (20) days prior to the trial/dismissal docket. The Agreed Motion and Agreed Order to Retain must be on the Court's form, which can be found on the Fort Bend County website (www.fortbendcountytexas.gov) under District Courts, 505th District Court. E-mail the Court Coordinator to get a reset date, becky.fisher@fortbendcountytexas.gov. The Agreed Order to Retain **MUST** have a reset date filled in the blank and the Court **MUST** give you this date. **You cannot pick a date of your choosing.** Once you get your date from the Court, fill that date in the reset blank and e-file it with the District Clerk's office. It is your responsibility to notify all parties of the reset in a timely manner.
3. As with all dismissal/trial dockets, many attorneys and/or parties arrive with agreements wanting to prove-up and finalize their case. Given the size of the docket, you may want to consider finalizing your case a few weeks in advance on one of our regularly scheduled uncontested dockets. This suggestion is given to you simply because this is a large docket and if you can finalize your case in advance, it will cut down on the wait time that day for attorneys, parties, and the Court. This Court hears uncontested matters every day, Monday through Friday, at 9:00 a.m. **YOU MUST SIGN UP IN THE DISTRICT CLERK'S OFFICE.**
4. If you have a default divorce you are proving up, you **MUST** have the following documents **(DO NOT APPROACH THE BENCH WITHOUT ALL OF THESE DOCUMENTS PROPERLY FILLED OUT):**
 - a. Return of service must be on file showing proper service
 - b. Decree of Divorce
 - c. Service Members Affidavit
 - d. Certificate of Last Known Address
 - e. Inventory and Appraisal
 - f. Bureau of Vital Statistics (BVS) form
5. If you have a waiver divorce, you **MUST** have the following documents **(DO NOT APPROACH THE BENCH WITHOUT ALL OF THESE DOCUMENTS PROPERLY FILLED OUT):**
 - a. Decree of Divorce
 - b. Waiver of Service/Citation
 - c. If the Decree of Divorce is not signed by both parties, you **MUST** also have an Inventory and Appraisal
 - d. Bureau of Vital Statistics (BVS) form
 - e. Parenting Certificates (if there are children)

All documents listed above can be found in the Fort Bend County Law Library with the exception of the BVS form, which you can pick up in the District Clerk's Office.

If your records show the case to have been previously dismissed or have had final orders entered, contact the DISTRICT CLERK'S OFFICE AT **(281) 633-7649** immediately.