

**446<sup>TH</sup> DISTRICT COURT**  
**PRO SE / PROVE-UP DOCKET INSTRUCTIONS**

***Prove-Up (with Attorney):*** Attorneys can come any Monday at 1:30. Call Michelle prior to docket call for your case to be loaded in the electronic queue. Attorneys will be heard at the beginning of the docket.

***Pro Se Divorces (without attorney):*** BE ADVISED – NEITHER JUDGE BILLINGSLEY NOR ANY COURT STAFF CAN GIVE YOU LEGAL ADVICE.

- a.*** On Friday immediately preceding your hearing date, call the district clerk's office (before 4:00 PM) to request to be placed on the docket for the next Monday.
- b.*** On the Monday of your hearing, check in with the District Clerk's office between 12:30 PM and 1:00 PM.
- c.*** Upon check-in, present the final orders that you want Judge Billingsley to consider to the deputy clerk that checks you in. Your documents must be complete, including all necessary signatures, prior to submittal to Judge Billingsley.
- d.*** Deputy clerks will take your documents and instruct you to go to the first floor to the 446<sup>th</sup> District Courtroom.
- e.*** Docket call begins at 1:30 PM in Room 110.