



**Robin Woods**  
**Montague County District Clerk**

P.O. Box 155, Montague, Texas 76251

[rwoods@co.montague.tx.us](mailto:rwoods@co.montague.tx.us)

Telephone: (940)-894-2571

Fax: (940)894-2077

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**TO: All Persons Filing for Divorce or Other Lawsuits Using Documents Not Prepared By An Attorney**

1. Employees in this office are prohibited from giving legal advice, answering any legal questions, or giving instructions regarding divorce or any other court proceedings. We cannot answer questions regarding the accuracy of papers you wish to file or procedure to obtain a court decision.
2. For the reasons stated above, 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 legal action without attorney representation, we will file the documents that you present to us and collect the filing fee at the time of filing. At your court hearing, the Judge may reject your paperwork. Papers declaring an inability to pay court costs may be contested.
4. We do not comply with instructions of 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.
5. Your papers may be serviced by the Constable or a private process server. If you use a process server, you must contact one on your own. If you request a **citation by publication**, you must make your own arrangements with the newspaper and **pay them directly** for the publication.

**I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION. I UNDERSTAND 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