

SAMPLE REPORT · ANONYMIZED

Pre-Filing Check Report

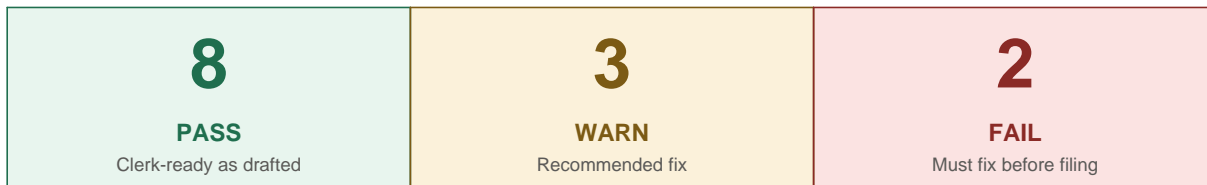
An automated clerk-acceptance checklist for a self-represented court filing. Every item below is tied to a published court rule — the Texas Rules of Civil Procedure (TRCP) or Williamson County local rules.

Document submitted	Original Petition for Divorce (Draft v3)
Court / Jurisdiction	Williamson County District Court — Family
Document type	Petition
Page count	12 pages
Rules applied	TRCP + Williamson County Local Rules (current ed.)
Check date	May 9, 2026
Report ID	PSC-2026-0417
Customer ref.	(anonymized for sample)

DISCLAIMER. This report is an automated pre-filing checklist. It does **not** constitute legal advice. It does **not** evaluate the legal merit, argument quality, case-law citations, factual sufficiency, or likelihood of success of your filing. It does **not** create an attorney–client relationship. Nova Aurora Ventures LLC is not a law firm. For legal advice, consult a licensed Texas attorney. Verify all requirements with the District Clerk's office before filing.

AT-A-GLANCE

Checklist summary — 13 items checked



Two FAIL items mean this draft will most likely be returned at the District Clerk's window if filed as-is. The full breakdown is on the following pages, with the specific rule citation for each flag and a plain-English action list at the end.

CHECKLIST

Category-by-category breakdown

Each row is a single checklist item. The **Rule** column cites the specific court rule (TRCP) or local rule applied. The **Status** column shows clerk-acceptance posture only — these are not assessments of legal merit.

CAPTION, CASE NUMBER, AND PARTIES

Item	Rule	Status
Court name + division "In the District Court of Williamson County, Texas — Family Division." Present and correctly styled.	TRCP 78 · Williamson Co. LR 1.2	PASS
Cause number on every page Cause number 26-FAM-XXXX appears in the header on all 12 pages.	Williamson Co. LR 1.3	PASS
Party names consistent with caption Petitioner / Respondent names spelled identically in caption and throughout body. No drift detected.	TRCP 79	PASS

FORMATTING (FONT, MARGINS, SPACING, PAGE SIZE)

Item	Rule	Status
Font size — 12pt minimum Body text appears 12pt throughout. Footnotes appear 10pt — within tolerance.	TRCP 21 · LR 1.5(a)	PASS
Margins — 1" on all sides All four margins measure approximately 1.00 inch.	TRCP 21 · LR 1.5(b)	PASS
Line spacing — body double-spaced Body is double-spaced; quoted block on p.7 appears 1.5-spaced. Quotations may be single-spaced — confirm before filing.	LR 1.5(c)	WARN
Page size — 8.5" x 11" Letter size, portrait orientation. Compliant.	TRCP 21	PASS

PAGE LIMITS

Item	Rule	Status
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Page count vs. local limit

Williamson Co. LR 3.4

PASS

12 pages. Williamson County motions are generally limited to 25 pages; petitions have no fixed limit but should be concise. Well within bounds.

SIGNATURE BLOCK (TRCP 57)

Item	Rule	Status
<p>Signature line present “Respectfully submitted, /s/ M. Reyes” on p.12. Properly formatted.</p>	TRCP 57	PASS
<p>Name printed below signature Printed name matches caption.</p>	TRCP 57	PASS
<p>Mailing address “1421 Oak Hill Drive, Round Rock, TX 78664” — present and complete.</p>	TRCP 57	PASS
<p>Phone number Phone number not detected in signature block. TRCP 57 requires it for pro se parties. Some clerks accept without; others return for it.</p>	TRCP 57	WARN
<p>Email address Email present and well-formed.</p>	TRCP 57	PASS
<p>Pro se designation “Petitioner, pro se” appears below the signature block. Clear.</p>	TRCP 57	PASS

CHECKLIST (CONTINUED)

Category-by-category breakdown

CERTIFICATE OF SERVICE (TRCP 21A)

Item	Rule	Status
<p>Certificate of Service present</p> <p>No Certificate of Service detected. TRCP 21a requires one on every document filed in a pending case. This is the most common reason pro se filings are returned. See action list on the final page.</p>	TRCP 21a	FAIL

EXHIBITS

Item	Rule	Status
<p>Exhibits referenced are labeled</p> <p>Section III(b) references “Exhibit A — Inventory” but no labeled Exhibit A attachment is present. Either remove the reference or attach a labeled Exhibit A page.</p>	TRCP 191.1 (general)	FAIL
<p>Exhibit list / index</p> <p>If you proceed with Exhibit A, include a one-line exhibit list immediately after the signature block. Not strictly required for a single exhibit but customary.</p>	Williamson Co. LR 4.2	WARN

NOTARIZATION / JURAT

Item	Rule	Status
<p>Notarization required for this filing</p> <p>An Original Petition for Divorce in Williamson County does not itself require notarization. If you attach a supporting affidavit, that affidavit will require a notary jurat.</p>	TRCP 14	PASS

PROPOSED ORDER

Item	Rule	Status
<p>Proposed order required</p> <p>An Original Petition does not require a proposed order at filing. (Motions in this division often do — note for future filings.)</p>	Williamson Co. LR 5.1	PASS

FILING FEE

Item	Rule	Status
<p>Filing fee reminder Williamson County District Clerk charges a filing fee for new family-law cases. Confirm the current amount at the clerk's fee schedule before walking in. If you cannot afford the fee, you may file a Statement of Inability to Afford Payment of Court Costs (Texas form).</p>	Williamson Co. Clerk fee schedule	WARN

COMMON TYPOS AND DATE INCONSISTENCIES

Item	Rule	Status
<p>Spelling / obvious typos Page 4, paragraph 2: "marrige" — likely should be "marriage." Page 8 footnote 3: "Respodent" — likely should be "Respondent."</p>	n/a – typographic only	WARN
<p>Date consistency Date of marriage and date of separation are consistent across the petition. No obvious chronology problems detected.</p>	n/a – typographic only	PASS

ACTION LIST

Before you file — fix these, in this order

Two FAIL items must be resolved before filing. Three WARN items are strongly recommended.

- 1. Add a Certificate of Service** after the signature block. TRCP 21a requires it on every document filed in a pending case. A simple paragraph stating how you served the other party (e-file, e-mail, certified mail, hand delivery) and on what date is sufficient. (FAIL)
- 2. Resolve the Exhibit A reference.** Either attach a labeled “Exhibit A — Inventory” page after the signature block, or remove the reference from Section III(b). Do not file a draft that references an exhibit that doesn't exist in the document. (FAIL)
- 3. Add your phone number** to the signature block. TRCP 57 requires name, address, phone, and email for pro se parties — your phone is the only piece missing. (WARN)
- 4. Confirm the block-quote spacing on p.7.** Quotations may be single-spaced under most local rules, but if a clerk applies a strict reading, body text must be double-spaced. Safest option: keep it double-spaced. (WARN)
- 5. Correct the two typos.** “marrige” → “marriage” (p.4 ¶2). “Respodent” → “Respondent” (p.8 fn.3). (WARN)
- 6. Confirm the filing fee** with the Williamson County District Clerk before walking in. If you cannot afford the fee, file a Statement of Inability to Afford Payment of Court Costs. (Info)

RESOURCES

Helpful links for filing in Williamson County

Williamson County District Clerk — filing info, fee schedule, e-file portal	https://www.wilco.org/Departments/District-Clerk
Texas Law Help — pro se divorce forms and self-help articles	https://texaslawhelp.org
Travis County Law Library — closest self-help legal center, open to all	https://lawlibrary.traviscountytexas.gov
Texas Rules of Civil Procedure (statutes.capitol.texas.gov)	https://statutes.capitol.texas.gov

WHAT THIS REPORT IS — AND WHAT IT IS NOT.

This is: a pre-filing checklist. We check what a court clerk reviewing your filing for acceptance would check — caption, formatting, signature block, certificate of service, exhibit labels, notarization flags. Every flag is tied to a specific, published court rule.

This is not: legal advice, a legal review, a score of your argument, an assessment of your case's merit, a prediction of outcome, or a substitute for an attorney. We do not evaluate citation accuracy, factual sufficiency, persuasiveness, or strategy. Those are the practice of law and require a licensed attorney.

For legal advice: the Travis County Law Library self-help center and TexasLawHelp.org are good free starting points. For full representation, the State Bar of Texas Lawyer Referral Service (1-800-252-9690) can help you find a licensed Texas attorney.