

SAMPLE REPORT · ANONYMIZED

Pre-Filing Check Report

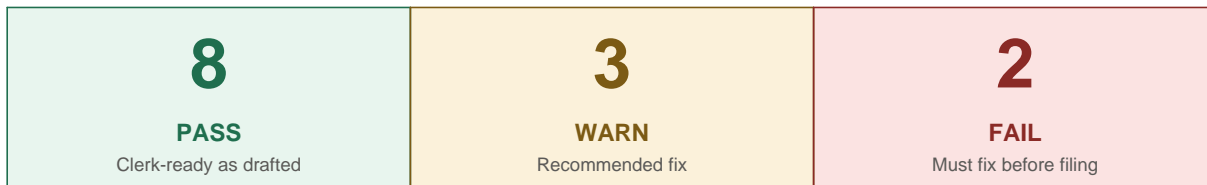
An automated clerk-acceptance checklist for a self-represented court filing. Every item below is tied to a published court rule — the Texas Rules of Civil Procedure (TRCP) or Williamson County local rules.

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
------	------	--------

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
Certificate of Service present 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.	TRCP 21a	FAIL

EXHIBITS

Item	Rule	Status
Exhibits referenced are labeled 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.	TRCP 191.1 (general)	FAIL
Exhibit list / index 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.	Williamson Co. LR 4.2	WARN

NOTARIZATION / JURAT

Item	Rule	Status
Notarization required for this filing 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.	TRCP 14	PASS

PROPOSED ORDER

Item	Rule	Status
Proposed order required An Original Petition does not require a proposed order at filing. (Motions in this division often do — note for future filings.)	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)

■ FIX-IT PROMPT — paste into ChatGPT, Claude, Perplexity, or any chat AI

I'm a self-represented party filing an Original Petition for Divorce in Williamson County District Court, Texas. My document is missing a Certificate of Service, which TRCP 21a requires on every document filed in a pending case.

Write a Certificate of Service paragraph I can paste in immediately after my signature block. Cover: how the other party was served [PICK ONE: e-file / e-mail / certified mail / hand delivery], the date of service, the other party's name and mailing address, and a /s/ signature line for me. Keep it short, formal, and compliant with TRCP 21a.

Starter language only. Read the AI's output critically and verify against the cited rule before filing.

- 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)

■ FIX-IT PROMPT — paste into ChatGPT, Claude, Perplexity, or any chat AI

I'm a self-represented party drafting an Original Petition for Divorce in Williamson County District Court, Texas. My petition refers to "Exhibit A — Inventory" in Section III(b), but I don't have a labeled Exhibit A attachment.

Help me with TWO things:

(1) Draft a one-page Exhibit A cover sheet labeled "EXHIBIT A — INVENTORY" that I can place immediately after the signature block. Here is my inventory content to format: [paste your inventory list here].

(2) Draft a one-line exhibit index entry I should place above Exhibit A, following standard Texas family-law pleading format. Keep both short and compliant with TRCP 191.1.

Starter language only. Read the AI's output critically and verify against the cited rule before filing.

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)

■ **FIX-IT PROMPT — paste into ChatGPT, Claude, Perplexity, or any chat AI**

I'm a self-represented party in a Williamson County, Texas divorce case. My current signature block is below – it has my name, mailing address, and email, but no phone number. TRCP 57 requires all four for pro se parties.

Current signature block:

[paste your current signature block here]

Rewrite it to include my phone number [PASTE PHONE], keep everything else identical, and confirm the "Petitioner, pro se" designation is in the right place per TRCP 57.

Starter language only. Read the AI's output critically and verify against the cited rule before filing.

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)

■ **FIX-IT PROMPT — paste into ChatGPT, Claude, Perplexity, or any chat AI**

I'm a self-represented party in Williamson County, Texas, planning to file an Original Petition for Divorce. I cannot afford the filing fee.

Draft a short "Statement of Inability to Afford Payment of Court Costs" following the standard Texas form. Use my facts: [paste your income, household size, and major monthly expenses here]. Keep it factual, formal, and signed under penalty of perjury per Texas Government Code § 132.001.

Starter language only. Read the AI's output critically and verify against the cited rule before filing.

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.

FILING ROADMAP · TEXAS (SAMPLE)

Your Filing Roadmap

Procedural information only. We describe how the filing system in your state works. We do not tell you whether to file or what to argue. Rules change; verify every form number, rule citation, and URL against the official source before filing.

How to use this section. Each subsection below tells you where the official system lives, what the form is called, and the rule that governs it. Court staff can confirm whether a form is current; they cannot give legal advice. Consult a licensed attorney in your state if you want a strategy review.

1. E-Filing System

Texas uses **eFileTexas.gov** (Tyler Technologies Odyssey) as the statewide mandatory e-filing portal for district, statutory county, constitutional county, probate, and justice courts. Pro se filers have a dedicated self-represented litigant portal at selfhelp.efiletexas.gov/srl. Multiple e-filing service providers connect to the platform; some are free for pro se filers.

2. Local Rules

The Texas Rules of Civil Procedure (TRCP) govern statewide procedure. Each county court may adopt local rules supplementing the TRCP, filed with and approved by the Office of Court Administration. The current rules are published at txcourts.gov/rules-forms/texas-rules-of-court/. Local rules index: txcourts.gov/rules-forms/local-rules-standing-orders/.

3. Fee Waiver Form

Form **CB-CFFW-100**, "Statement of Inability to Afford Payment of Court Costs or an Appeal Bond," bilingual English/Spanish. Governed by **TRCP Rule 145**. Filed simultaneously with the petition or other initiating document. The clerk must accept the filing; a hearing is required before fees can be assessed if the statement is challenged. Criteria the form publishes: household income at or below 125% of federal poverty guidelines, receipt of means-tested public benefits (SNAP, Medicaid, SSI, TANF, CHIP), or inability to pay without substantial hardship.

4. Self-Help Portal

TexasLawHelp.org is the State Bar-supported resource for legal forms, guides by topic, and the local help center directory. The Office of Court Administration also publishes the Texas Court Help portal at texascourthelp.gov.

5. Top 3 Clerk Rejection Reasons (Texas)

Texas clerks publicly report these as the top three rejection causes:

- 1. Document format errors.** PDFs must be non-password-protected, text-searchable (not image-only scans), and under the size limit. Non-conforming documents are rejected at the e-filing service provider level before clerk review. (Source: eFileTexas FAQ.)
- 2. Incorrect case number or court designation.** Filing submitted to the wrong court or using the wrong case number causes automatic rejection. (Source: TX District Clerk Manual 2023, Ch. III-3.)
- 3. Missing or invalid fee tender.** No fee payment and no Statement of Inability to Afford attached. (Source: TRCP Rule 145(a); eFileTexas portal guidance.)

6. AI Disclosure Rule

State courts: no statewide Texas state-court rule as of this report's compile date. Individual courts may issue local standing orders; check each court's local rules page. Bexar County state court has a local standing order requiring verification of AI-generated content against non-AI sources.

Federal courts in Texas: N.D. Tex. Local Civil Rule 7.2(f) (effective Sept 2, 2025) requires any document that used generative AI to include a disclosure on the first page identifying which AI system was used and certifying that all AI-generated text was reviewed for accuracy. Texas Business Court Rule 10(c) (eff. June 1, 2025) requires the filer to verify accuracy of all statements regardless of whether AI was used. If you used Pro Se Check to help prepare this motion, the safe practice is to disclose AI assistance in jurisdictions that require it.

FILING ROADMAP · CROSS-JURISDICTIONAL

Ten Common Filing Mistakes

These are the procedural failure modes pro se filers report most often, drawn from federal district pro se manuals. They are not specific to your matter; they appear in every Filing Roadmap regardless of state.

1. Wrong venue / wrong court

Filing in a court that lacks subject-matter or personal jurisdiction. Consequence: dismissal or transfer; limitations period continues to run during the delay.

2. Missing or defective fee tender (or fee-waiver form)

No fee paid and no fee-waiver form attached. Consequence: e-filing rejected or complaint not docketed.

3. Statute of limitations / filing deadline missed

Filing after the applicable limitations period. Consequence: case dismissed with prejudice. Discovery rules and tolling vary by state and claim type.

4. Unsigned complaint or motion

Missing the filer's physical or electronic signature. Consequence: complaint not officially filed; docket date not established. Governed by FRCP Rule 11(a) federally and state equivalents (TRCP Rule 45, CPLR § 3020, Pa.R.C.P. 1023.1).

5. Failure to state a claim

Complaint lacks factual allegations sufficient to state a plausible claim under the Twombly/Iqbal standard or the state pleading rule. Consequence: dismissal with or without leave to amend.

6. Wrong defendant / incomplete party list

Naming "the police department" instead of individual officers, naming a corporation by trade name instead of legal registered name, or omitting a necessary party. Consequence: service fails; motion to dismiss for failure to join.

7. Failure to exhaust administrative remedies

Filing in court before exhausting required administrative processes (EEOC charge for employment discrimination, agency grievance under PLRA for prisoner claims). Consequence: dismissal without prejudice; if limitations runs, claim may be barred.

8. Missing certificate of service

Every filing after the initial complaint must be served on all other parties and include a certificate of service. Consequence: motion not considered; possible sanctions. Governed by FRCP Rule 5 federally and state equivalents.

9. Privacy / redaction violation

Including unredacted Social Security numbers, financial account numbers, dates of birth, names of minors, or victim home addresses. Consequence: document stricken; possible Rule 11 sanctions. FRCP Rule 5.2 and state equivalents require: SSN last 4 only, accounts last 4 only, minors by initials only, birth dates by year only.

10. Missing civil cover sheet or required companion form

Every initiating civil complaint must be accompanied by the jurisdiction's civil cover sheet (Federal JS-44; TX Civil Case Information Sheet per TRCP 78a; CA CM-010 per CRC 3.221; FL Form 1.997; NY RJI per 22 NYCRR § 202.6; IL Appearance; MI Case Type Code). Consequence: complaint not docketed; limitations clock continues.

This roadmap is procedural information. Rules change. Verify every form number, rule citation, and URL against the official source before filing. Court staff can confirm whether a form is current; they cannot give legal advice. Consult a licensed attorney in your state if you want a strategy review. California and Florida users see an additional disclaimer screen before this section in the live product (state-specific procedural transcription only; we are not a law firm).

APPENDIX · REUSABLE

Pro Se AI Prompt Pack

Ten general-purpose prompts for the most common procedural and formatting fixes pro se filers run into. Use them on any future filing — not just this one. Paste each prompt into ChatGPT, Claude, Perplexity, or any chat AI, fill in the bracketed slots with your facts, and review the output critically before using it.

Read this first. These prompts help you draft procedural and formatting fixes — captions, signature blocks, certificates of service, exhibit labels, jurisdictional statements, prayers for relief, affidavits with notary jurat blocks, and the like. They do **not** help you draft legal arguments, choose a strategy, or evaluate the merits of your case. AI output is your responsibility — always verify against the actual rule cited in the prompt before filing. For legal advice on your specific case, consult a licensed attorney.

1. Fix my caption to match the court's required style

I'm a self-represented party filing in [COURT NAME, e.g. 'the District Court of Williamson County, Texas – Family Division']. My current caption is below. Rewrite it to comply with the court's standard pleading format: full court name and division on top, cause number flush right, party styling correct (Petitioner / Respondent vs. Plaintiff / Defendant per this court), and document title in caps.

Current caption:
[paste your current caption here]

2. Renumber my paragraphs into compliant numbered allegations

I'm a self-represented party. Here is a paragraph of facts from my draft. Rewrite it as numbered factual allegations the way pleadings are conventionally drafted in [STATE] state court: one fact per numbered paragraph, present tense where applicable, short and direct. Do not change the substance.

Paragraph:
[paste your paragraph here]

3. Draft a Certificate of Service

I'm a self-represented party filing in [COURT NAME, STATE]. Draft a Certificate of Service I can paste after my signature block. I served the other party by [PICK ONE: e-file / e-mail / certified mail / hand delivery] on [DATE]. The other party's name and address: [paste here]. Keep it short, formal, and compliant with [TRCP 21a / FRCP 5 / the equivalent rule in my state].

4. Build a compliant pro-se signature block

I'm a self-represented party in [STATE] state court. Build me a compliant pro se signature block per [TRCP 57 / FRCP 11(a) / state rule] including: /s/ signature line, printed name, mailing address, phone number, email, and a clear "pro se" designation. My details: name [PASTE NAME], address [PASTE ADDRESS], phone [PASTE PHONE], email [PASTE EMAIL].

5. Draft a jurisdictional statement

I'm a self-represented party filing in [COURT NAME, e.g. 'the District Court of X County, State']. Draft a short jurisdictional statement establishing that this court has subject-matter jurisdiction and personal jurisdiction over the parties. Facts: [paste relevant facts – where parties live, where the events occurred, why this court is the right one]. Compliant with [FRCP 8(a)(1) federally, or the state pleading rule in your state].

6. Draft a prayer for relief

I'm a self-represented party. Draft a clear prayer for relief that closes my [document type, e.g. 'Original Petition' or 'Motion to Compel'] by listing the specific relief I'm asking the court to grant. The relief I want: [paste the things you want the court to order]. Format it as a numbered list under a "PRAYER FOR RELIEF" heading.

7. Label exhibits and write an exhibit index

I'm a self-represented party. I have these exhibits to attach: [paste each exhibit – e.g. 'Exhibit A: marriage certificate; Exhibit B: bank statements; Exhibit C: text messages']. (1) Draft cover sheets labeled 'EXHIBIT A', 'EXHIBIT B', etc., with a short description of each. (2) Draft a one-page exhibit index I can place immediately after the signature block, listing every exhibit by letter and short title.

8. Draft an affidavit with notary jurat block

I'm a self-represented party in [STATE]. Draft an affidavit shell I can take to a notary, with a compliant jurat block at the bottom. The facts I'm swearing to: [paste the facts – short, factual, first-person, things you personally know]. Format: 'STATE OF [X] / COUNTY OF [Y]', sworn-and-subscribed-before-me language, signature line for me, notary signature/seal block, and a 'My commission expires' line. Keep it compliant with [STATE]'s notary statute.

9. Convert a narrative paragraph into numbered fact allegations

I'm a self-represented party. Below is a paragraph telling my story in plain narrative form. Convert it into numbered factual allegations a court pleading would expect: one fact per number, no rhetoric or argument, no conclusions, just verifiable facts that support my case.

Narrative:

[paste your narrative paragraph here]

10. Plain-English read-through for clarity (not strategy)

I'm a self-represented party. Read my draft below and flag anywhere it sounds confusing, internally contradictory, or accidentally legalistic in a way that might confuse a clerk or judge. Do NOT comment on my legal strategy, argument strength, citation accuracy, or chances of winning – only flag clarity, consistency, and tone problems.

Draft:

[paste your draft here]