

Pro Se Litigant Information Sheet for Civil Cases

You have chosen to proceed pro se, without legal representation, before the 341st District Court. You are responsible for following the local rules and the procedural and evidentiary rules that apply. Court personnel must remain neutral and impartial; therefore, are not able to provide legal advice or recommend a particular course of action. Only an attorney licensed to practice can give you legal advice.

Clerks and Court Personnel MAY:	Clerks and Court Personnel MAY NOT:
<ul style="list-style-type: none"> • Explain and answer questions about how the court works. • Provide the resource information • Give general information about court rules, procedures and practices • Provide court schedules and information about how to get a case scheduled • Give you information from your case file. • Give you samples of court forms that are available. • Usually answer questions about court deadlines. 	<ul style="list-style-type: none"> • Tell you whether or not you should bring your case to court. • Tell you what words to use in your court papers. We do check for completeness, such as: signatures, notarization, correct county name, correct case number and presence of attachments. • Recommend what to say in court. • Give an opinion about what will happen if you bring your case to court. • Talk to the judge for you or let you talk to the judge in private. • Change an order signed by the judge.

All communications to the Judge should be in writing. The original should be submitted to the clerk and a copy maintained for your records.

The document should:

- Include a proper heading, including the case number.
- Be dated and signed, with name printed under signature.
- Include address and telephone number.
- Be copied to the opposing party or counsel following the Texas Rules of Civil Procedure.

341st District Court of Texas

Judge Elma Salinas Ender
1110 Victoria Street, Suite 302
Laredo, Texas 78040
(956) 523-4325; Fax (956) 523-5055

RESOURCES

Texas Rio Grande Legal Aid

www.trla.org

902 San Eduardo Avenue

Laredo, Texas 78040

(956) 727-5191

Texas Rio Grande Legal Aid may be able to handle your case, but they are limited to certain cases. Legal aid programs have income guidelines that determine the people or families that they can help. An application must be submitted for consideration.

Texas Law Help

www.texaslawhelp.org

The Texas Law Help website is a resource for people who do not have an attorney. It also includes information about other organizations that can assist with various legal issues. Topics on the website include:

- Civil Rights
- Consumer Cases
- Wills and Estates
- Family Law
- Forms and Instructions
- Juvenile Cases
- Landlord-Tenant
- Mediation
- Domestic Violence
- Seniors
- Spanish Resources
- Veteran Issues

Law Libraries

Webb County Law Library

1110 Victoria Street, 1st Floor

Laredo, Texas 78040

(956) 523-4267

www.webbcountytexas.gov/LawLibrary

Texas State Law Library

205 West 14th Street

Austin, Texas 78701

(512) 463-1722

www.sll.state.tx.us

Law libraries have print and online resources including statutes, regulations, court rules, and court decisions, as well as legal encyclopedias, form books, and books about specific areas of law. Library staff cannot give legal advice, but they can show people how to use their resources.

Texas Court System

www.courts.state.tx.us

The Texas Courts Online provides information about the Texas court system. Other resources include:

- Texas Rules of Civil Procedure
- Texas Statutes
- Information about requesting records
- General resources and referrals
- A list of private process servers
- Self-help section

State Bar of Texas

www.texasbar.com/forthepublic

The State Bar of Texas provides information about legal services and other resources for low income Texans.