

INSTRUCTIONS FOR GETTING QDRO SIGNED

1. Sign the QDRO where indicated.
2. Obtain your ex-spouse's signature.
3. Make 3 copies.
4. Check with the file desk or the Clerk to see if you must pay a filing fee. Also, let the clerk know you will need one certified copy since some counties charge a fee for that also.
5. Take the original signed QDRO and the copies to the Court Clerk of the Court that granted your divorce.
6. Tell the Clerk you have an agreed QDRO you need the Judge to sign. The Clerk will probably have you leave the QDRO so that the closed file can be obtained. On rare occasion, some Clerks will pull the closed file and accompany you to see the Judge.
7. A few Courts require a Petition to Enter QDRO to be filed pursuant to Section 9.101 of the Texas Family Code. If the Court so requires, I have a sample Petition for you to use on my web site, www.PhillipsTexasLaw.com. Just be sure to change the case information and put your name and address at the end instead of mine.
8. After the Judge signs the original, the Clerk will mail you a certified copy. If you are able to actually see the Judge rather than leave the QDRO, the Clerk will hand you a certified copy before you leave.
9. Return a certified copy to my office and we will forward to the Plan Administrator for review and processing.