

CIVIL PROCESS REQUEST

CASE NUMBER: _____ CURRENT COURT: _____

DOCUMENT TO BE SERVED: _____

FILE DATE OF DOCUMENT TO BE SERVED: _____

SERVICE TO BE ISSUED ON (Please list exactly as the name appears in the pleading to be served):

1. NAME: _____

ADDRESS: _____

AGENT (if applicable): _____

TYPE OF SERVICE/PROCESS TO BE ISSUED: _____

SERVICE BY (check one):

☐

ATTORNEY PICK-UP

☐

CONSTABLE

☐

CIVIL PROCESS SERVER – Authorized Person to Pick-up: _____

☐

MAIL

☐

CERTIFIED MAIL

☐

PUBLICATION

Type of Publication:

☐

COURTHOUSE DOOR, or

☐

NEWSPAPER OF YOUR CHOICE: _____

____ OTHER, explain _____

2. NAME: _____

ADDRESS: _____

AGENT (if applicable): _____

TYPE OF SERVICE/PROCESS TO BE ISSUED: _____

SERVICE BY (check one):

☐

ATTORNEY PICK-UP

☐

CONSTABLE

☐

CIVIL PROCESS SERVER – Authorized Person to Pick-up: _____

☐

MAIL

☐

CERTIFIED MAIL

☐

PUBLICATION

Type of Publication:

☐

COURTHOUSE DOOR, or

☐

NEWSPAPER OF YOUR CHOICE: _____

____ OTHER, explain _____

ATTORNEY (OR ATTORNEY'S AGENT) REQUESTING SERVICE:

NAME: _____ TEXAS BAR NO./ID NO. _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____