

CIVIL PROCESS REQUEST

FOR EACH PARTY SERVED YOU MUST FURNISH ONE (1) COPY OF THE PLEADING

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: _____