

CIVIL PROCESS REQUEST FORM

FOR EACH PARTY SERVED YOU MUST FURNISH ONE (1) COPY OF THE PLEADING FOR WRITS FURNISHED TWO (2) COPIES OF THE PLEADING PER PARTY TO BE SERVED

CASE NUMBER: _____ CURRENT COURT: _____

TYPE OF INSTRUMENT TO BE SERVED (SEE REVERSE FOR TYPES): _____

FILE DATE OF MOTION: _____
Month/ Day/ Year

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 (see reverse for specific type): _____

SERVICE BY (check one):

[] ATTORNEY PICK-UP [] CONSTABLE

[] CIVIL PROCESS SERVERS – Authorized Person to Pick-up: HCP Box #82 Phone: 281-984-7215

[] 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 (see reverse for specific type): _____

SERVICE BY (check one):

[] ATTORNEY PICK-UP [] CONSTABLE

[] CIVIL PROCESS SERVERS – Authorized Person to Pick-up: _____ Phone: _____

[] 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./IR NO. _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

area code

phone number

area code

phone number

EMAIL ADDRESS: _____

SERVICE REQUESTS WHICH CANNOT BE PROCESSED BY THIS OFFICE WILL BE HELD FOR 30 DAYS PRIOR TO CANCELLATION. FEES WILL BE REFUNDED ONLY UPON REQUEST, OR AT THE DISPOSITION OF THE CASE. SERVICE REQUESTS MAY BE REINSTATED UPON APPROPRIATE ACTION BY THE PARTIES.