Montgomery County Clerk
L. Brandon Steinmann

REQUEST FOR CITATION

Please complete a separate form for each citation requested.

Cause Number: _____ Court: _____

Date of Request: _____

Requestor's Contact Information:

Name: _____

Firm or Address: _____

Email address: _____

Phone Number.: _____

Citation Information:

Type of Service (check one):

- ☐ Personal — Complete #1, 2 and 3 below
- ☐ Posting — Complete #1 below
- ☐ Publication/OCA website* — Complete #1, 2, and 4 below

1. Instrument to be served: _____
2. Person/Entity to be served: _____
3. Address: _____ (*Street Address*) _____ (*City*) _____ (*State*) _____ (*Zip*)
4. Number of days to post: _____

Fees: (check all that apply):

☐ Citation $8 ☐ Certified Mail $75 ☐ Posting $75 ☐ Publication/OCA Website $75

*Once citation is issued, we will e-service it to you so that you may perfect service with the newspaper and we will post it on the OCA website.

Comments:

How would you like to receive your documents? Choose one:

- ☐ Pickup by: _____
- ☐ Mail to address listed in contact information above
- ☐ E-service through e-File

Thank you. Your request will be processed in the order it was received.

P.O. BOX 959
Conroe, TX 77305

210 W. Davis, Suite 100
Conroe, TX 77301

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www.mctx.org/countyclerk