



# Request for Service

## Montgomery County District Clerk

CASE NUMBER: \_\_\_\_\_ CURRENT COURT: \_\_\_\_\_

Name(s) of Documents to be served: \_\_\_\_\_

FILE DATE of document(s) to be served: \_\_\_\_\_ Month/Day/Year

SERVICE TO BE ISSUED ON (Please List Exactly as The Name Appears in The Pleading to Be Served):

Issue Service to: \_\_\_\_\_

Address of Service: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Agent (if applicable): \_\_\_\_\_

Check here to have citation addressed to wherever the addressee may be found.

TYPE OF SERVICE/PROCESS TO BE ISSUED: (Check the appropriate box)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Citation for Personal Service  | <input type="checkbox"/> Secretary of State Citation (\$12.00) | <input type="checkbox"/> Civil Injunction/TRO       |
| <input type="checkbox"/> Citation by Posting  | <input type="checkbox"/> Highway Commission (\$12.00)          | <input type="checkbox"/> Precept                    |
| <input type="checkbox"/> Citation by Publication  | <input type="checkbox"/> Commissioner of Insurance (\$12.00)   | <input type="checkbox"/> Subpoena                   |
| <input type="checkbox"/> Citation Scire Facias  | <input type="checkbox"/> Capias (not an E-Issuance)            | <input type="checkbox"/> Other (Please describe)    |
| <input type="checkbox"/> Writ of Garnishment  | <input type="checkbox"/> Temporary Restraining Order (Family)  | _____   |
| <input type="checkbox"/> Writ of Sequestration  | <input type="checkbox"/> Temporary Ex Parte Protective Order   | _____   |
| <input type="checkbox"/> Writ of Attachment   | <input type="checkbox"/> Notice of Appl. For Protective Order  | _____   |
| <input type="checkbox"/> Writ of Habeas Corpus  | <input type="checkbox"/> Notice of Hearing/Show Cause          | (See additional forms for<br>Post Judgment Service) |
| <input type="checkbox"/> Notice of Foreign Judgment (UIFSA)   |  |   |
| <input type="checkbox"/> Notice of Foreign Judgment (UCCJEA) (by certified mail service)                          |  |   |
| <input type="checkbox"/> Writ of Withholding (\$15.00 - certified mail by District Clerk only)                    |  |   |
| <input type="checkbox"/> Notice of Termination of Child Support (\$15.00 - certified mail by District Clerk only) |  |   |

SERVICE BY: (Check the appropriate box.)

E-Issuance by District Clerk (No Service Copy Fees Charged) (Note:) CAPIAS is not an E-Issuance Option

\*Citations returned electronically will be e-served through E-file Texas to requesting attorney/pro se.

ATTORNEY PICK-UP (phone or email contact): \_\_\_\_\_

MAIL to attorney at Attorney of Record's address on file in case record.

CERTIFIED MAIL by District Clerk

Regular Mail (only available for Expedited Foreclosures and UIFSA Foreign Judgments)

CIVIL PROCESS SERVER - Authorized Person to Pick-up: \_\_\_\_\_ Phone: \_\_\_\_\_

OTHER, explain: \_\_\_\_\_

Issuance of Service requested by:

Attorney/Party Name: \_\_\_\_\_ Bar# or ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_