

CIVIL PROCESS REQUEST FORM

(Please use this form for all service requests made to the Montgomery County District Clerk)

Cause No.: _____ Court: _____

Service to be issued to as follows:

(Please enter the names of the parties to be served and the locations for service as you wish it to be printed on the service documents.)

1. Name: _____
Agent: _____
Address: _____
City: _____ State: _____ Zip: _____

Check here to have your citation addressed to the recipient wherever he or she may be found.

Method of service (please choose how the recipient will be served):

- | | |
|---|---|
| <input type="checkbox"/> Service by Constable or Process Server** | <input type="checkbox"/> Publication/Posting |
| <input type="checkbox"/> Certified Mail by District Clerk with Restricted Delivery* | <input type="checkbox"/> Certified Mail by District Clerk* |
| <input type="checkbox"/> Registered Mail by District Clerk (for service outside of the U.S.)* | <input type="checkbox"/> Regular Mail* |
| <input type="checkbox"/> Foreign Judgment Notice (UCCJEA) by Certified Mail* | <input type="checkbox"/> Secretary of State (or other citations which require 2 copies are \$12.00) |
| <input type="checkbox"/> Foreign Judgment Notice (UIFSA) by Regular U.S. Mail* | |

2. Name: _____
Agent: _____
Address: _____
City: _____ State: _____ Zip: _____

Check here to have your citation addressed to the recipient wherever he or she may be found.

Method of service (please choose how the recipient will be served):

- | | |
|---|---|
| <input type="checkbox"/> Service by Constable or Process Server** | <input type="checkbox"/> Publication/Posting |
| <input type="checkbox"/> Certified Mail by District Clerk with Restricted Delivery* | <input type="checkbox"/> Certified Mail by District Clerk* |
| <input type="checkbox"/> Registered Mail by District Clerk (for service outside of the U.S.)* | <input type="checkbox"/> Regular Mail* |
| <input type="checkbox"/> Foreign Judgment Notice (UCCJEA) by Certified Mail* | <input type="checkbox"/> Secretary of State (or other citations which require 2 copies - \$12.00) |
| <input type="checkbox"/> Foreign Judgment Notice (UIFSA) by Regular U.S. Mail* | |

Instrument(s) to be served (name the documents/filings you want served on the above recipients):

Type of Process to be Issued:

- | | |
|---|--|
| <input type="checkbox"/> Citation | <input type="checkbox"/> Writ |
| <input type="checkbox"/> Notice of Foreign Judgment (please specify type under Method of Service) | <input type="checkbox"/> Subpoena (you must provide the Subpoena to be issued, along with this form) |
| <input type="checkbox"/> Temporary Ex Parte Protective Order/Notice of Application for Protective Order | <input type="checkbox"/> Civil Temporary Restraining Order or Writ of Sequestration*** |

***If service is to be by certified or registered mail, you must provide correct copies for service either by paying the District Clerk to print them at \$1/page, or in paper form. If you provide paper service copies, they must be complete with Cause Number, Court Designation, and Clerk's File Stamp.**

****If service will be performed by a Constable or Process Server, the District Clerk will return your Citation to you or your process server. You may pay the District Clerk to print copies at \$1/page, or you may attach your own copies before service.**

*****Bond and bond approval fee must be paid before issuance.**

Attorney or Party requesting issuance of service:

Name: _____ Email Address: _____
Address: _____ Phone: _____

Please indicate how you would like your citations to be returned below:

- | | |
|--|---|
| <input type="checkbox"/> Mail to Attorney of Record (no postage is required) | <input type="checkbox"/> Mail to Process Server (Server must provide postage paid envelopes.) |
| <input type="checkbox"/> Place in Process Server's box in District Clerk's Office
Please indicate name of Server
_____ | <input type="checkbox"/> Keep in District Clerk's office and contact attorney for pickup by calling or emailing:
_____ |