

Certificate of Service

If the other party in your case has answered or appeared, and you need to file additional documents in your court case, you will need to deliver a copy of the document to the other party. This is called serving the document.

You can serve the document on the other party if he or she does not have a lawyer. If the other party has a lawyer, you should serve the party's lawyer.

Documents are often served on the other party by certified mail, return receipt requested, sent to the other party at his or her last known address (or to his or her attorney's address). When you receive the green card, with the other party's or the attorney's signature, you and the Court will know that he or she received a copy of the document. The Rules of Civil Procedure also allow you to hand deliver or fax the document. You are also allowed to use a delivery service. Texas Rules of Civil Procedure, 21 (a).

Any document you serve on the other party must include a paragraph describing how you served the document. This is called a Certificate of Service.

Certificate of Service

As required by Texas Rule of Appellate Procedure 6.3 and 9.5(b), (d), (e), I certify that I have served this document on all other parties—which are listed below—on _____ as follows:
[date]

[name of party's attorney or name of pro se party]

[address of party's attorney or address of pro se party]

Attorney for _____
[name of party represented by that attorney]

By: (check all that apply)

personal delivery

mail

commercial delivery service

fax

[repeat for each party]

[Signature of certifying attorney or pro se party]

[Date]

NOTES: Pursuant to Texas Rule of Appellate Procedure 6.3, a party's lead counsel must be served. Service on other attorneys for that party is optional, but must be listed above if they are served. Pursuant to Texas Rule of Appellate Procedure 52.7(c), the record must be served on each party in an original proceeding, including a respondent trial judge.