

Amalia Rodriguez-Mendoza

District Clerk, Travis County Civil Division (512) 854-9457

SERVICE REQUEST FORM

REQUESTED BY:						
ATTORNEY/FILER:		SUBM	NITTED BY:			
PHONE #:			TITLE:			
EMAIL:	SIGNATURE:					
	_					
ISSUE PROCESS FOR:]					
CAUSE #:	CASE STYLI	E:				
QUICK CITATION REQUEST: (FOR SERVICE OF CITATION ON ALL DEFENDANTS BY PERSONAL						
ISSUE CITATION TO ALL DEFENDANTS LISTED IN THE ORIGINAL PETITION AT THE ADDRESS SPECIFIED IN THE PETITION AND FORWARD THE CITATION(S) TO THE FOLLOWING:						
☐TRAVIS CO. CONSTABLE (spe	cify):	AAIL BY CLERK □ATTORN	NFY/RFOUFS	TFR		
□ PRIVATE PROCESS AGENCY (specify): □ I HAVE INCLUDED ATTACHMENTS TO THIS REQUEST (e.g. DISCOVERY) TO INCLUDE						
DETAILED SERVICE REQUEST: (ON PARTICULAR PARTIES, BY VARIOUS DELIVERY METHODS, OR FOR NON-CITATION						
DESCRIPTION OF INSTRUMEN	T(S) TO BE SERVED:					
☐I HAVE INCLUDED ATTACH	MENTS TO THIS REQUEST (e.g. discovery) TO INCLUDE IN THE CITA	TION			
TYPE OF PROCESS TO	□ CITATION □ CERTIFIED NOTICE □	PROTECTIVE ORDER* ☐TR	RO*^ □INJU	NCTION*^ □SEQUESTRA	TION*^	
ISSUE: □ATTACHMENT* □EXECUTION*□ABSTRACT* □SUPERSEDEAS^ □SCIRE FACIAS* □OTHER^						
*SPECIFY TITLE AND DATE OF	UNDERLYING ORDER IN CASE RECORD:			PY OF BOND AND/OR OTH	ER SUPPORTING	
DOCUMENT						
SERVICE TO BE ISSUED:						
PARTY NAME:		EMAIL PROCESS TO:		SERVE VIA:		
PARTY TYPE:			☐TRAVIS CO. CONSTABLE			
		□ ATTORNEY/REQUESTOR		CERTIFIED MAIL (BY C	•	
☐ USE ADDRESS IN ORIGINAL PETITION ☐ SECRETARY OF STATE		☐ PRIVATE PROCESS AGENCY: Process Agency Name:		☐ CERTIFIED MAIL (BY C	•	
□OTHER ADDRESS:		Trocess Agency Name.		☐ CITATION BY PUBLICA		
PARTY NAME:		EMAIL PROCESS TO:		SERVE VIA:		
		☐TRAVIS CO. CONSTABLE		☐ PERSONAL SERVICE		
PARTY TYPE:		□ATTORNEY/REQUESTOR		☐ CERTIFIED MAIL (BY C	ONSTABLE)	
	DETITION DESCRIPTION OF STATE	☐ PRIVATE PROCESS A		CERTIFIED MAIL (BY C	•	
OTHER ADDRESS:	PETITION □ SECRETARY OF STATE	Process Agency Name:	:	CITATION BY POSTING		
				CITATION BY PUBLICA	TION*	
PARTY NAME:		EMAIL PROCESS TO: ☐ TRAVIS CO. CONSTABLE		SERVE VIA: □ PERSONAL SERVICE		
PARTY TYPE:		□ ATTORNEY/REQUESTOR		☐ CERTIFIED MAIL (BY C	ONSTABLE)	
		□ PRIVATE PROCESS A		☐ CERTIFIED MAIL (BY C	,	
\square USE ADDRESS IN ORIGINAL PETITION \square SECRETARY OF STATE		Process Agency Name:		☐ CITATION BY POSTING		
□OTHER ADDRESS:				☐ CITATION BY PUBLICA	TION*	
*THIS TYPE OF SERVICE MAY R	EQUIRE A COURT ORDER. ENTER DATE C	OF SERVICE ORDER IN CASE	RECORD:			
ADDITIONAL INSTRUCTIONS FO	OR CLERK OR FOR OFFICER SERVING PRO	OCESS:				
FOR ADDITION	NAL PARTIES TO BE SERVED, US	E e-FILED PROCESS ISS	SUANCE R	EQUEST FORM ADDE	NDUM	

AMALIA RODRIGUEZ-MENDOZA TRAVIS COUNY DISTRICT CLERK CIVIL DIVISION (512) 854-9457

SERVICE REQUEST FORM

Cause #:	Case Style:			
PARTY NAME:	EMAIL PROCESS TO:	SERVE VIA:		
	☐TRAVIS CO. CONSTABLE	☐ PERSONAL SERVICE		
PARTY TYPE:	□ATTORNEY/REQUESTOR	☐ CERTIFIED MAIL (BY CONSTABLE)		
☐ USE ADDRESS IN ORIGINAL PETITION ☐ SECRETARY OF STATE	☐ PRIVATE PROCESS AGENCY:	☐ CERTIFIED MAIL (BY CLERK)		
OTHER ADDRESS:	Process Agency Name:	☐ CITATION BY POSTING*		
PARTY NAME:	EMAIL PROCESS TO:	☐ CITATION BY PUBLICATION* SERVE VIA:		
PARTI NAIVIE.	☐TRAVIS CO. CONSTABLE	□ PERSONAL SERVICE		
PARTY TYPE:	□ATTORNEY/REQUESTOR	☐ CERTIFIED MAIL (BY CONSTABLE)		
	☐ PRIVATE PROCESS AGENCY:	□ CERTIFIED MAIL (BY CLERK)		
☐ USE ADDRESS IN ORIGINAL PETITION ☐ SECRETARY OF STATE	Process Agency Name:	□CITATION BY POSTING*		
□ OTHER ADDRESS:		☐ CITATION BY PUBLICATION*		
PARTY NAME:	EMAIL PROCESS TO:	SERVE VIA:		
DARTY TYPE.	☐TRAVIS CO. CONSTABLE	□ PERSONAL SERVICE		
PARTY TYPE:	☐ ATTORNEY/REQUESTOR ☐ PRIVATE PROCESS AGENCY:	☐ CERTIFIED MAIL (BY CONSTABLE)		
☐ USE ADDRESS IN ORIGINAL PETITION ☐ SECRETARY OF STATE	Process Agency Name:	☐ CERTIFIED MAIL (BY CLERK) ☐ CITATION BY POSTING*		
□ OTHER ADDRESS:	Trocess Agency Nume.	□ CITATION BY PUBLICATION*		
PARTY NAME:	EMAIL PROCESS TO:	SERVE VIA:		
	☐TRAVIS CO. CONSTABLE	□ PERSONAL SERVICE		
PARTY TYPE:	□ATTORNEY/REQUESTOR	□ CERTIFIED MAIL (BY CONSTABLE)		
	☐ PRIVATE PROCESS AGENCY:	□ CERTIFIED MAIL (BY CLERK)		
☐ USE ADDRESS IN ORIGINAL PETITION ☐ SECRETARY OF STATE	Process Agency Name:	☐ CITATION BY POSTING*		
OTHER ADDRESS:		□ CITATION BY PUBLICATION*		
PARTY NAME:	EMAIL PROCESS TO: TRAVIS CO. CONSTABLE	SERVE VIA:		
PARTY TYPE:	☐ TRAVIS CO. CONSTABLE ☐ ATTORNEY/REQUESTOR	☐ PERSONAL SERVICE ☐ CERTIFIED MAIL (BY CONSTABLE)		
74111112.	□ PRIVATE PROCESS AGENCY:	CERTIFIED MAIL (BY CLERK)		
\square USE ADDRESS IN ORIGINAL PETITION \square SECRETARY OF STATE	Process Agency Name:	□CITATION BY POSTING*		
□ OTHER ADDRESS:		□CITATION BY PUBLICATION*		
PARTY NAME:	EMAIL PROCESS TO:	SERVE VIA:		
	☐TRAVIS CO. CONSTABLE	☐ PERSONAL SERVICE		
PARTY TYPE:	□ATTORNEY/REQUESTOR	☐ CERTIFIED MAIL (BY CONSTABLE)		
☐ USE ADDRESS IN ORIGINAL PETITION ☐ SECRETARY OF STATE	☐ PRIVATE PROCESS AGENCY:	☐ CERTIFIED MAIL (BY CLERK)		
OTHER ADDRESS:	Process Agency Name:	CITATION BY POSTING*		
	FRANK DROCESS TO	CERVISION BY PUBLICATION*		
PARTY NAME:	EMAIL PROCESS TO: TRAVIS CO. CONSTABLE	SERVE VIA: □ PERSONAL SERVICE		
PARTY TYPE:	□ ATTORNEY/REQUESTOR	☐ CERTIFIED MAIL (BY CONSTABLE)		
	☐ PRIVATE PROCESS AGENCY:	□ CERTIFIED MAIL (BY CLERK)		
\square USE ADDRESS IN ORIGINAL PETITION \square SECRETARY OF STATE	Process Agency Name:	□CITATION BY POSTING*		
□ OTHER ADDRESS:		☐ CITATION BY PUBLICATION*		
PARTY NAME:	EMAIL PROCESS TO:	SERVE VIA:		
PARTY TYPE:	☐TRAVIS CO. CONSTABLE	□ PERSONAL SERVICE		
PARTITIFE.	☐ ATTORNEY/REQUESTOR ☐ PRIVATE PROCESS AGENCY:	☐ CERTIFIED MAIL (BY CONSTABLE) ☐ CERTIFIED MAIL (BY CLERK)		
☐ USE ADDRESS IN ORIGINAL PETITION ☐ SECRETARY OF STATE	Process Agency Name:	☐ CITATION BY POSTING*		
□ OTHER ADDRESS:	and the second s	□ CITATION BY PUBLICATION*		
PARTY NAME:	EMAIL PROCESS TO:	SERVE VIA:		
	☐TRAVIS CO. CONSTABLE	□ PERSONAL SERVICE		
PARTY TYPE:	□ATTORNEY/REQUESTOR	□ CERTIFIED MAIL (BY CONSTABLE)		
THE ADDRESS IN ORIGINAL DETITION TO SECRETARY OF STATE	☐ PRIVATE PROCESS AGENCY:	□ CERTIFIED MAIL (BY CLERK)		
☐ USE ADDRESS IN ORIGINAL PETITION ☐ SECRETARY OF STATE ☐ OTHER ADDRESS:	Process Agency Name:	☐ CITATION BY POSTING*		
	FRANK DROCESS TO	CITATION BY PUBLICATION*		
PARTY NAME:	EMAIL PROCESS TO: TRAVIS CO. CONSTABLE	SERVE VIA: □ PERSONAL SERVICE		
PARTY TYPE:	☐ ATTORNEY/REQUESTOR	☐ CERTIFIED MAIL (BY CONSTABLE)		
	□ PRIVATE PROCESS AGENCY:	□ CERTIFIED MAIL (BY CLERK)		
\square USE ADDRESS IN ORIGINAL PETITION \square SECRETARY OF STATE	Process Agency Name:	☐ CITATION BY POSTING*		
☐ OTHER ADDRESS:		□ CITATION BY PUBLICATION*		
PARTY NAME:	EMAIL PROCESS TO:	SERVE VIA:		
DADT/T/DF	☐TRAVIS CO. CONSTABLE	□ PERSONAL SERVICE		
PARTY TYPE:	□ ATTORNEY/REQUESTOR	CERTIFIED MAIL (BY CONSTABLE)		
☐ USE ADDRESS IN ORIGINAL PETITION ☐ SECRETARY OF STATE	☐ PRIVATE PROCESS AGENCY: Process Agency Name:	CERTIFIED MAIL (BY CLERK)		
☐ OTHER ADDRESS:	110ccss Agency Ivallie.	☐ CITATION BY POSTING* ☐ CITATION BY PUBLICATION*		
*This Type of Service may require a court order. Enter date of se	rvice order in case record:			