



SERVICE REQUEST FORM

Amalia Rodriguez-Mendoza

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

REQUESTED BY:

ATTORNEY/FILER:
PHONE #:
EMAIL:

SUBMITTED BY:
TITLE:
SIGNATURE:

ISSUE PROCESS FOR:

CAUSE #:

CASE STYLE:

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 (specify): CERTIFIED MAIL BY CLERK ATTORNEY/REQUESTER
- 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 INSTRUMENT(S) TO BE SERVED:

I HAVE INCLUDED ATTACHMENTS TO THIS REQUEST (e.g. discovery) TO INCLUDE IN THE CITATION

TYPE OF PROCESS TO ISSUE:	<input type="checkbox"/> CITATION <input type="checkbox"/> CERTIFIED NOTICE <input type="checkbox"/> PROTECTIVE ORDER* <input type="checkbox"/> TRO* [^] <input type="checkbox"/> INJUNCTION* [^] <input type="checkbox"/> SEQUESTRATION* [^] <input type="checkbox"/> ATTACHMENT* <input type="checkbox"/> EXECUTION* <input type="checkbox"/> ABSTRACT* <input type="checkbox"/> SUPERSEDEAS [^] <input type="checkbox"/> SCIRE FACIAS* <input type="checkbox"/> OTHER [^]
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*SPECIFY TITLE AND DATE OF UNDERLYING ORDER IN CASE RECORD:

[^]ATTACH A COPY OF BOND AND/OR OTHER SUPPORTING DOCUMENT

SERVICE TO BE ISSUED:

PARTY NAME:

PARTY TYPE:

- USE ADDRESS IN ORIGINAL PETITION SECRETARY OF STATE
 OTHER ADDRESS:

EMAIL PROCESS TO:

- TRAVIS CO. CONSTABLE
 ATTORNEY/REQUESTOR
 PRIVATE PROCESS AGENCY:
Process Agency Name:

SERVE VIA:

- PERSONAL SERVICE
 CERTIFIED MAIL (BY CONSTABLE)
 CERTIFIED MAIL (BY CLERK)
 CITATION BY POSTING*
 CITATION BY PUBLICATION*

PARTY NAME:

PARTY TYPE:

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 OTHER ADDRESS:

EMAIL PROCESS TO:

- TRAVIS CO. CONSTABLE
 ATTORNEY/REQUESTOR
 PRIVATE PROCESS AGENCY:
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 CERTIFIED MAIL (BY CONSTABLE)
 CERTIFIED MAIL (BY CLERK)
 CITATION BY POSTING*
 CITATION BY PUBLICATION*

*THIS TYPE OF SERVICE MAY REQUIRE A COURT ORDER. ENTER DATE OF SERVICE ORDER IN CASE RECORD:

ADDITIONAL INSTRUCTIONS FOR CLERK OR FOR OFFICER SERVING PROCESS:

FOR ADDITIONAL PARTIES TO BE SERVED, USE e-FILED PROCESS ISSUANCE REQUEST FORM ADDENDUM

Cause #:	Case Style:	
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***This Type of Service may require a court order. Enter date of service order in case record:**