



## CARLOS B. LOPEZ

TRAVIS COUNTY CONSTABLE, PRECINCT FIVE

### Travis County Constable Precinct 5 State Run FAQs

Updated July 10, 2018

*Constable Precinct Five provides daily delivery to State Agencies*

Frequently Asked Questions for FedX, UPS, USPS or walk-in **State Run** civil process filings:

- How much is the service fee for Secretary of State and how many document copies are required?
  - 1) The Secretary of State has an additional \$55.00 fee due upon receipt of filing. Please make checks payable to "Secretary of State."
  - 2) Include one (1) original of the citation/petition for processing and two (2) additional copies to forward to the Secretary of State.
  
- How much is a Writ of Garnishment?
  - 1) The process service fee is \$115.00. Please make checks payable to "Travis County Constable Precinct Five."
  - 2) Include one (1) original of the writ for processing and one (1) copy to serve the agency.
  
- Are there additional fees when serving the Texas Department of Transportation at 125 E. 11<sup>th</sup> Street?
  - 1) There is an additional \$25.00 fee. Please make checks payable to "TX DOT."
  - 2) Include one (1) original of the citation/petition for processing and two (2) additional copies to forward to the Texas Department of Transportation.
  
- **\$75.00 Service Fee - Checks made payable to "Travis County Constable Precinct Five"**
  - Citations (County/District Court, Small Claims and Justice Court)
  - Subpoena (Civil)
  - Summons (Civil)

If you need assistance, please call the Travis County Constable Precinct 5 office at 512-854-9100.

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