

Velva Price

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

SERVICE REQUEST FORM

REQUESTED BY:						
ATTORNEY/FILER:	SUBMITTED BY:					
PHONE #:	TITLE:					
EMAIL:	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 REQ	UEST: (ON PARTICULAR PARTIES. B)	Y VARIOUS DELIVERY	METHODS, OF	R FOR NON-CITATION		
DETAILED SERVICE REQUEST: (ON PARTICULAR PARTIES, BY VARIOUS DELIVERY METHODS, OR FOR NON-CITATION						
DESCRIPTION OF INSTRUMENT	.,	\				
TYPE OF PROCESS TO	TENTS TO THIS REQUEST (e.g. discovery ☐ CITATION ☐ CERTIFIED NOTICE ☐ F	-		INCTION*A □SECUESTRA	TION*^	
ISSUE:	□ATTACHMENT* □EXECUTION*□			•	TION .	
*SPECIFY TITLE AND DATE OF UNDERLYING ORDER IN CASE RECORD:			^ATTACH A COPY OF BOND AND/OR OTHER SUPPORTING DOCUMENT			
SERVICE TO BE ISSUED:						
SERVICE TO BE 1330ED.						
PARTY NAME:		EMAIL PROCESS TO: ☐ TRAVIS CO. CONSTABLE		SERVE VIA: □ PERSONAL SERVICE		
PARTY TYPE:		□ATTORNEY/REQ	□ ATTORNEY/REQUESTOR		ONSTABLE)	
☐ 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: □ PERSONAL SERVICE		
PARTY TYPE:			☐TRAVIS CO. CONSTABLE ☐ATTORNEY/REQUESTOR		ONSTABLE)	
		☐ PRIVATE PROCESS AGENCY:		☐ CERTIFIED MAIL (BY C	LERK)	
☐ USE ADDRESS IN ORIGINAL PETITION ☐ SECRETARY OF STATE ☐ OTHER ADDRESS:		Process Agency Name:		☐ CITATION BY POSTING	-	
PARTY NAME:		EMAIL PROCESS TO:		SERVE VIA:		
PARTY TYPE:		☐TRAVIS CO. CONSTABLE		☐ PERSONAL SERVICE	ONSTABLE)	
TANT TICE		☐ ATTORNEY/REQUESTOR ☐ PRIVATE PROCESS AGENCY:		☐ CERTIFIED MAIL (BY C☐ CERTIFIED MAIL (CERTIFIED	•	
\Box USE ADDRESS IN ORIGINAL PETITION \Box SECRETARY OF STATE \Box OTHER ADDRESS:		Process Agency Name:		☐ 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						

VELVA PRICE TRAVIS COUNTY DISTRICT CLERK CIVIL DIVISION (512) 854-9457

SERVICE REQUEST FORM

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