

PLAINTIFF'S REQUEST FOR SERVICE OF PROCESS

The undersigned Plaintiff requests that service of its Cause No. _____ be served on the Defendant(s) named below by *either* the Constable, the Clerk of the Court (via Certified Mail, Restricted Delivery, or private process server as checked below. Plaintiff is responsible for accurately providing all information requested below and assuring itself that service of process has subsequently been accomplished. *[Confirmed by Plaintiff's signature below.]*

NOTE: A SEPARATE REQUEST FOR SERVICE OF PROCESS FORM WILL BE REQUIRED FOR EACH DEFENDANT.

Defendant(s): _____

Constable Service Information

County: _____ Precinct: _____

Constable: _____

Constable's Street Address: _____

City, State, Zip: _____

Service fee: _____

Certified Mail Restricted Delivery Information (*)

(addressed to Defendant(s) or Registered Agent, as applicable)

Addressee's Name: _____

Addressee's Street Address: _____

City, State, Zip: _____

Private Process Server

Citations to be served by a Private Process Server must be picked up at the court.

Name: _____

Phone: _____

Email: _____

Texas Certification #: _____

STATEMENT OF PLAINTIFF'S RESPONSIBILITY: I am aware that I am responsible for following-up with the

Court to determine whether service of process has been accomplished. It is possible that the Defendant may not be located or readily subject to service for some reason, and (*)**Certified Mail with Restricted Delivery is often returned to the Court by the U.S. Postal Service without sufficient proof that the specific, named**

Defendant received the Certified Mail. The result of improper, or failure of service in these events will lead to the complete halt or other substantial delay in the progress of my suit, and can lead to the incurrence of additional service costs or the possibility of dismissal of my Case.

DATE

PLAINTIFF'S SIGNATURE