



OFFICE OF DIANE TRAUTMAN
COUNTY CLERK, HARRIS COUNTY, TEXAS
PROBATE COURTS DEPARTMENT

Request for Issuance of Service

CASE NUMBER: _____ CURRENT COURT: _____

Please list cause number exactly as it appears on record

Name(s) of Documents to be served: _____

FILE DATE: _____ Month/Day/Year

SERVICE TO BE ISSUED ON (Please List Exactly As The Name Appears In The Pleading To Be Served):

Issue Service to: _____

Address of Service: _____

City, State & Zip: _____

Agent (if applicable) _____

TYPE OF SERVICE/PROCESS TO BE ISSUED: (Check the proper Box)

SERVICE BY (check one):

[] Citation by Posting (\$79.00) [] Citation by Publication (\$79.00) - Newspaper _____

[] Citation by Publication pursuant to TRCP 114 (\$79.00) - Newspaper _____

Citation by Personal:

[] Constable (\$79.00) [] Private Process Server (\$8.00) [] Subpoena (\$8.00)

[] Certified Mail (\$79.00) [] Secretary of State (\$79.00) [] Abstract of Judgment (\$2.00)

Writs by Constable:

[] Execution (\$154.00) [] Garnishment (\$104.00) [] Injunction (\$104.00)

[] Restraining Order (\$129.00) [] Sequestration (\$154.00) [] Show Cause (\$79.00)

[] Temporary Restraining Order (\$154.00) [] Possession (\$129.99)

[] Other (Please Describe) _____

[] ATTORNEY PICK-UP (phone) _____ (An additional .25cent per page for

[] MAIL to attorney at: _____ service copies will need to be included)

[] CIVIL PROCESS SERVER - Authorized Person to Pick-up: _____ Phone: _____

[] OTHER, explain _____

Issuance of Service Requested By: Attorney/Party Name: _____

Mailing Address: _____

Phone Number: _____