

# JEFFERSON COUNTY CLERK'S OFFICE

## REQUEST FOR PROCESS

All sections must be completed to prepare issuance and citation TRCP 99(a) – citation is issued only upon this request, even when required in a proceeding

Cause Number: \_\_\_\_\_

Court Jurisdiction: \_\_\_\_\_

### PARTY TO BE SERVED

1. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Check Process Type: (choose all that apply to the above party to be served)**

<input type="checkbox"/> Citation: <u>Personal</u> or <u>Show Cause</u>	<input type="checkbox"/> Constable (local) PCT: _____
<input type="checkbox"/> TRO/Temp Injunction	<input type="checkbox"/> Mail back to filer for private process
<input type="checkbox"/> Citation by Posting	<input type="checkbox"/> Secretary of State
<input type="checkbox"/> Citation by Publication	<input type="checkbox"/> OCA Posting
<input type="checkbox"/> Precept to Serve	<input type="checkbox"/> Newspaper: _____
<input type="checkbox"/> Notice	<input type="checkbox"/> Certified Mail by clerk of court
<input type="checkbox"/> <u>Writ of</u> _____	<input type="checkbox"/> Hold for pick up
<input type="checkbox"/> <u>Other:</u> _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Rule 106 service	

### PARTY TO BE SERVED

2. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Check Process Type: (choose all that apply to the above party to be served)**

<input type="checkbox"/> Citation: <u>Personal</u> or <u>Show Cause</u>	<input type="checkbox"/> Constable (local) PCT: _____
<input type="checkbox"/> TRO/Temp Injunction	<input type="checkbox"/> Mail back to filer for private process
<input type="checkbox"/> Citation by Posting	<input type="checkbox"/> Secretary of State
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<input type="checkbox"/> Precept to Serve	<input type="checkbox"/> Newspaper: _____
<input type="checkbox"/> Notice	<input type="checkbox"/> Certified Mail by clerk of court
<input type="checkbox"/> <u>Writ of</u> _____	<input type="checkbox"/> Hold for pick up
<input type="checkbox"/> <u>Other:</u> _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Rule 106 service	

FOR EACH PARTY SERVED YOU MUST FURNISH ONE (1) COPY OF THE PLEADING or YOU MUST PAY \$1.00 SERVICE-COPIES FEE PER PAGE. FOR SECRETARY OF STATE SERVICE, FURNISH TWO (2) COPIES OF THE PLEADING PER PARTY TO BE SERVED: TRCP 99(d)

Attorney Name: \_\_\_\_\_  
(Or Attorney Agent)

Texas Bar No. \_\_\_\_\_

**Please attach additional pages if there are more parties to be served**