

# 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: ___ Personal <i>or</i> ___ Show Cause | <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: ___ Personal <i>or</i> ___ Show Cause | <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                                |   |

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**