



# SERVICE REQUEST FORM

**VELVA L. PRICE**

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

### REQUESTED BY:

ATTORNEY/FILER:  
PHONE #:  
EMAIL:

SUBMITTED BY:  
TITLE:  
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 REQUEST: (ON PARTICULAR PARTIES, BY VARIOUS DELIVERY METHODS, OR FOR NON-CITATION)

DESCRIPTION OF INSTRUMENT(S) TO BE SERVED:

I HAVE INCLUDED ATTACHMENTS TO THIS REQUEST (e.g. discovery) TO INCLUDE IN THE CITATION

|                           |                                      |   |  |                                       |  |  |
|---------------------------|--------------------------------------|---|--|---------------------------------------|--|--|
| TYPE OF PROCESS TO ISSUE: | <input type="checkbox"/> CITATION    | <input type="checkbox"/> CERTIFIED NOTICE | <input type="checkbox"/> PROTECTIVE ORDER* | <input type="checkbox"/> TRO*^        | <input type="checkbox"/> INJUNCTION*^  | <input type="checkbox"/> SEQUESTRATION*^ |
|                           | <input type="checkbox"/> ATTACHMENT* | <input type="checkbox"/> EXECUTION*       | <input type="checkbox"/> ABSTRACT*         | <input type="checkbox"/> SUPERSEDEAS^ | <input type="checkbox"/> SCIRE FACIAS* | <input type="checkbox"/> OTHER^          |

\*SPECIFY TITLE AND DATE OF UNDERLYING ORDER IN CASE RECORD:

^ATTACH A COPY OF BOND AND/OR OTHER SUPPORTING DOCUMENT

### SERVICE TO BE ISSUED:

PARTY NAME:

PARTY TYPE:

- USE ADDRESS IN ORIGINAL PETITION  SECRETARY OF STATE
- OTHER ADDRESS:

EMAIL PROCESS TO:

- TRAVIS CO. CONSTABLE
- ATTORNEY/REQUESTOR
- PRIVATE PROCESS AGENCY:  
Process Agency Name:

SERVE VIA:

- PERSONAL SERVICE
- CERTIFIED MAIL (BY CONSTABLE)
- CERTIFIED MAIL (BY CLERK)
- CITATION BY POSTING\*
- CITATION BY PUBLICATION\*

PARTY NAME:

PARTY TYPE:

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- OTHER ADDRESS:

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\*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**

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