



**BEVERLEY MCGREW WALKER
Fort Bend County District Clerk
301 Jackson, Richmond, TX 77469**

Telephone: (281) 341-4509
Fax: (281) 341-4519

REQUEST FOR PROCESS

All sections must be completed for processing this request.

Section 1:

Cause No. _____

STYLE: _____ VS _____

Section 2:

Check Process Type:

- Citation Precept to Serve / Notice of Hearing
 - Citation by Posting Citation by Commissioner of Insurance
 - Temporary Restraining Order Notice of Registration of Foreign Judgment
 - Citation by Secretary of State Writ of _____
 - Application for Protective Order / Temporary (Ex Parte) Protective Order
 - Citation by Publication*:
 - Daily:** Fort Bend Herald **Once a Week:** Fort Bend Independent
 - Other:** _____
- * In Accordance with the Fort Bend County Term Contract for Newspaper Publication of Legal Notices
- Other _____

**REQUEST FOR ISSUANCE OF SUBPOENA MUST BE SUBMITTED ON A
SUBPOENA APPLICATION FORM**

Section 3:

Title of Document/Pleading to be attached for service: _____

Section 4: PARTIES TO BE SERVED (Please type or print):

1. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

2. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

3. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

4. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

5. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Section 5

Check Service Type – Additional Fees Apply:

Fort Bend County – Constable* Fort Bend County – Sheriff*

Certified Mail Registered Mail (Out of Country)

* Fort Bend County Constable and Sheriff will only serve within their jurisdiction.

Section 6 (ONLY if Section 7 does not apply)

Please Note: Our office will use the e-Service email address registered with the Texas State Bar.

Attorney Name: _____

Address: _____

Street/P.O. Box

City

State

Zip

Telephone No. _____ Bar No. _____

Section 7 (ONLY if Section 6 does not apply)

Pro-Se Name: _____

Address: _____

Street/P.O. Box

City

State

Zip

Telephone No. _____ Email Address _____

Pro-se Service Only:

e-Service* Mail to Pro-se Party* Hold for Pick up

*Service will be mailed/emailed directly to pro-se party requesting issuance.