



BEVERLEY MCGREW WALKER
Fort Bend County District Clerk
301 Jackson Street, Room 101
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:

- | | |
|---|---|
| <input type="checkbox"/> Citation | <input type="checkbox"/> Precept to Serve / Notice of Hearing |
| <input type="checkbox"/> Citation by Posting | <input type="checkbox"/> Citation by Commissioner of Insurance |
| <input type="checkbox"/> Temporary Restraining Order | <input type="checkbox"/> Notice of Registration of Foreign Judgment |
| <input type="checkbox"/> Citation by Secretary of State | <input type="checkbox"/> Writ of _____ |
| <input type="checkbox"/> Application for Protective Order / Temporary (Ex Parte) Protective Order | |
| <input type="checkbox"/> Citation by Publication*: | |
| <input type="checkbox"/> Daily: Fort Bend Herald | <input type="checkbox"/> Once a Week: Fort Bend Independent |
| <input type="checkbox"/> Other: _____ | |

* In Accordance with the Fort Bend County Term Contract for Newspaper Publication of Legal Notices

Other _____

TCPRC 17.032 Citation by Publication (*Citation will be posted by the District Clerk's Office on the Office of Court Administration website*)

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: _____

Section 5

Check Service Type – Additional Fees Apply:

- Fort Bend County – Constable* District Clerk Service**
- Fort Bend County – Sheriff* Certified Mail
- Registered Mail (Out of Country) Not Applicable – See Section 7

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

** Fort Bend County District Clerk’s Office will only conduct service on Citation by Publications posted on the Office of Court Administration website.

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.