

# FORT BEND COUNTY CLERK'S OFFICE

## REQUEST FOR PROCESS

Complete the Process Request form. Complete the payment for the process request. Instructions for processing credit card payments, please review **Credit Card Payment** page. Send the completed process request form along with payment information to [cclerkcourts@fortbendcountytexas.gov](mailto:cclerkcourts@fortbendcountytexas.gov) for processing.

DATE: \_\_\_\_\_ CAUSE NO. \_\_\_\_\_

STYLE OF CASE: \_\_\_\_\_

NAME OF PERSON/COMPANY REQUESTING: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TO BE SERVED BY (PLEASE CHECK ONE)

\_\_\_\_\_ CONSTABLE

\_\_\_\_\_ PRIVATE PROCESS

NAME/CONTACT INFORMATION OF PERSON(S) TO BE SERVED

DOCUMENT TO BE SERVED:

Do you wish this to be published in the local Ft. Bend Herald Newspaper? Please check one.

\_\_\_ YES \_\_\_ NO

**\*\*\*If you pay by check the following is required: Printed name, address and phone number on the check Date of birth and driver's license number of signer.**

**ALL REQUESTS MUST BE SIGNED.**

Confidential information may be redacted from the documents requested.

\_\_\_\_\_  
**Signature of Person Requesting**

Amount Due: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Payment Taken By: \_\_\_\_\_

CASH \_\_\_\_\_ CHECK # \_\_\_\_\_ CCID# \_\_\_\_\_

RECEIPT \_\_\_\_\_ # \_\_\_\_\_