

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 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 _____ #