



# BEVERLEY MCGREW WALKER

DISTRICT CLERK  
Fort Bend County, Texas

## 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"/> <b>Daily:</b> Fort Bend Herald   | <input type="checkbox"/> <b>Once a Week:</b> Fort Bend Independent  |
| <input type="checkbox"/> <b>Other:</b> _____  |   |

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

☐ TCPRC 17.032 Citation by Publication

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

☐ 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: \_\_\_\_\_

**Section 5**

**Check Service Type** – Additional fees may apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Fort Bend County – Constable*                | <input type="checkbox"/> District Clerk Service** |
| <input type="checkbox"/> Fort Bend County – Sheriff*                  | <input type="checkbox"/> Certified Mail           |
| <input type="checkbox"/> Registered Mail (Out of Country)             | <input type="checkbox"/> e-Service***             |
| <input type="checkbox"/> Not Applicable – See Section 7 (Pro-Se only) |   |

\* 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.

\*\*\* Service papers will be e-mailed directly to the Pro-Se Party or the Attorney's e-mail address registered with the Texas State Bar.

**Section 6** (ONLY if Section 7 does not apply)

**Please Note:** Our office will ONLY use the e-Service e-mail 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. \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Pro-Se Service Only:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>E-mail to Pro-Se*</b> | <input type="checkbox"/> <b>Mail to Pro-se Party</b> | <input type="checkbox"/> <b>Hold for Pick up</b> |
|---|--|--|

\* Service papers will be mailed or e-mailed directly to the Pro-Se Party requesting service

**Physical Address**

1422 Eugene Heimann Circle, Room 31004  
Richmond, Texas 77469

Phone: (281) 341-4515  
Fax: (281) 341-4519

**Mailing Address**

301 Jackson Street, Room 101  
Richmond, Texas 77469