



**Barbara Gladden Adamick**  
**Montgomery County District Clerk**

Proudly Serving the Citizens of Montgomery County

Clarification of District Clerk's Policy :

Re: Letter sent 6/27/18 Ref: Required Copies for Citations

July 3, 2018

Effective immediately, we must enforce Chapter 99, Sec. 5 – Citation, Rule 99 – Citation – (d. Copies) of Texas Rules of Civil Procedure concerning copies.

*Upon filing of any pleading wherein service is requested, you are required to attach the appropriate copies.*

Clarification:

Attached, please find a revised Civil Process Request Form, for use in the District Clerk's office. When you request issuance of service from the District Clerk, you may choose to provide your service copies one of three ways:

1. You may provide payment of \$1.00 per page with your filing, and the District Clerk's office will print your service copies for you.
2. You may provide service copies via mail or personal delivery. These copies must be the true copies of the filed documents, complete with cause number, court designation, and clerk's file stamp.
3. You may provide service copies at the time of pick-up, for service to be delivered by personal delivery. These copies must also be true copies of the filed documents, complete with cause number, court designation, and clerk's file stamp.

Please note \*\*\*Citations will not be **released** until service copies are provided.\*\*\*

Sincerely,

Barbara Gladden Adamick,  
District Clerk of Montgomery County

# CIVIL PROCESS REQUEST FORM

(Please use this form for all service requests made to the Montgomery County District Clerk)

Cause No.: \_\_\_\_\_ Court: \_\_\_\_\_

## Service to be issued to as follows:

(Please enter the name of the party to be served and the address for service as you wish it to be printed on the service documents.)

Name: \_\_\_\_\_

Agent: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Check here to have your citation addressed to the recipient wherever he or she may be found.

## Method of service (please choose how the recipient will be served):

- |   |   |
|---|---|
| <input type="checkbox"/> Service by Constable or Process Server**                             | <input type="checkbox"/> Publication/Posting  |
| <input type="checkbox"/> Certified Mail by District Clerk with Restricted Delivery*           | <input type="checkbox"/> Certified Mail by District Clerk*  |
| <input type="checkbox"/> Registered Mail by District Clerk (for service outside of the U.S.)* | <input type="checkbox"/> Regular Mail*  |
| <input type="checkbox"/> Foreign Judgment Notice (UCCJEA) by Certified Mail*                  | <input type="checkbox"/> Secretary of State (or other citations which require 2 copies are \$12.00) |
| <input type="checkbox"/> Foreign Judgment Notice (UIFSA) by Regular U.S. Mail*                |   |

## Instrument(s) to be served (name the documents/filings you want served on the above recipient):

\_\_\_\_\_  
\_\_\_\_\_

## A true copy of the instrument to be served must be provided for all types of process.

Please select from the following:

- Payment for service copies is included with this filing.
- Service copies will be provided by (please choose one of the following):
- Mail.
  - At the time of pick-up.

Paper copies provided for service must be true copies of the filed documents, complete with cause number, court designation, and clerk's file stamp.

## Type of Process to be Issued:

- |   |  |
|---|--|
| <input type="checkbox"/> Citation   | <input type="checkbox"/> Writ  |
| <input type="checkbox"/> Notice of Foreign Judgment (please specify type under Method of Service)       | <input type="checkbox"/> Subpoena (you must provide the Subpoena to be issued, along with this form) |
| <input type="checkbox"/> Temporary Ex Parte Protective Order/Notice of Application for Protective Order | <input type="checkbox"/> Civil Temporary Restraining Order or Writ of Sequestration***               |

\*If service is to be by certified or registered mail, you must provide correct copies for service either by paying the District Clerk to print them at \$1/page, or in paper form. If you provide paper service copies, they must be complete with Cause Number, Court Designation, and Clerk's File Stamp.

\*\*If service will be performed by a Constable or Process Server, the District Clerk will return your Citation to you or your process server. You may pay the District Clerk to print copies at \$1/page, or you may attach your own copies before service.

\*\*\*Bond and bond approval fee must be paid before issuance.

Attorney or Party requesting issuance of service:

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Please indicate how you would like your citations to be returned below:

- Mail to Attorney of Record (no postage is required)
- Mail to Process Server (Server must provide postage paid envelopes.)
- Keep in District Clerk's office and contact attorney for pickup by calling or emailing: \_\_\_\_\_

➤ NOTE: Effective July 9, 2018, all process servers must pick up service at the front counter.