

ANNE LORENTZEN

DISTRICT CLERK



DISTRICT COURTS / COUNTY COURTS AT LAW
901 LEOPARD STREET, ROOM 313
CORPUS CHRISTI, TEXAS 78401
361 888-0450 Fax 888-0571

NUECES COUNTY PROCESS REQUEST SHEET

Cause No. _____ Date of Request: _____

Style: _____ vs. _____

Section 1:

Process Type (Check All That Apply):

- | | |
|--|--|
| <input type="checkbox"/> Citation | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Citation by Posting | <input type="checkbox"/> Precept to Serve / Notice of Hearing |
| <input type="checkbox"/> Temporary Restraining Order | <input type="checkbox"/> Citation by Commissioner of Insurance |
| <input type="checkbox"/> Citation by Secretary of State | <input type="checkbox"/> Writ of _____ |
| <input type="checkbox"/> Application / Temp. (Ex Parte) Protective Order | |
| <input type="checkbox"/> Citation by Publication | |

Section 2:

Service Type:

- | | |
|--|--|
| <input type="checkbox"/> Return to Requester by Mail | <input type="checkbox"/> Email to Requester |
| <input type="checkbox"/> Courthouse Posting*:
Length of Posting: _____ Day(s) | <input type="checkbox"/> Hold for Pickup |
| <input type="checkbox"/> Certified Mail | <input type="checkbox"/> Nueces County Constable / Sheriff |
| <input type="checkbox"/> w/ Restricted Delivery | |
| <input type="checkbox"/> Private Process Server: _____ | |
| <input type="checkbox"/> via Email: _____ | |
| <input type="checkbox"/> Publication*:
<input type="checkbox"/> Corpus Christi Caller Times <input type="checkbox"/> Coastal Bend Daily Business & Legal News
<input type="checkbox"/> OCA Website (TCPRC 17.032)
<input type="checkbox"/> Other: _____ | |
| Length of Publication: _____ Day(s) | |

**Requires Nature of Suit*

Section 3:

Document(s) / Pleading(s) to be attached for Service:

Section 4:

Parties to be Served:

1. Name/Agent: _____

Address: _____

2. Name/Agent: _____

Address: _____

3. Name/Agent: _____

Address: _____

Attach another sheet for more additional parties.

Section 5:

Requesters Information:

Name: _____ Bar #: _____

Mailing Address: _____

Email: _____ Phone: _____

Representing: Pro Se Plaintiff Defendant Other: _____

Notes

1. You do not need to put a cause number for requests filed with an initial petition.
2. For each party served you must furnish one (1) copy of the pleading or pay a copy fee of \$1.00 per page.
3. Failure to include all required information is cause for a rejection.
4. You must attach a Nature of Suit for any Publication or Posting.
5. On an Posting or Publication in a SAPCR case, Place and Date of Birth are required for each child involved in the case
6. Copy fees DO NOT need to be paid if requesting a citation to be emailed. We also DO NOT issue e-service. we are only sending a citation.
7. You are responsible for ensuring that your Private Process Server is accepting Emailed services.
8. Please see our Service Fee Sheet for accurate service fees.
9. How to calculate service fee:

$$\text{Process Preparation Fee} + \text{Service Fee} = \text{Total Cost}$$

(if applicable)