

JUDGE DUNCAN NEBLETT, JR.

JUSTICE OF THE PEACE PCT. 4



705 W. AVE. A

P.O. BOX 133

PORT ARANSAS, TX 78373

361-749-5661

NUECES COUNTY PROCESS REQUEST SHEET

Cause No. _____

Date of Request: _____

Style: _____ vs. _____

Section 1:

Process Type (Check All That Apply):

- Small Claims Citation
- Debt Claim Citation
- Eviction Citation
- Alias Citation
- Abstract of Judgment - \$5.00
- Subpoena - \$184.00

Other: _____

Writ of: _____

- Execution: \$265.00 (Please choose one):
 - 30 Days 60 Days 90 Days
- Possession: \$265.00
- Garnishment \$319.00
- Sequestration: \$319.00

Section 2:

Service Type:

- Return to Requester by Mail
- Hold for Pickup; Telephone# _____
- Nueces County Constable / Sheriff
- Email to Requester: _____
- Certified Mail
 - w/ Restricted Delivery
- Private Process Server: _____
 - via Email: _____

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 for the first page and \$0.25 for every page after. When adding the fees in E-File, please account for the number of copies to achieve the correct total. (EX: \$0.25 x 4 = \$1.00 for the first page).
3. Failure to include all required information is cause for a rejection.
4. 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.
5. You are responsible for ensuring that your Private Process Server is accepting Emailed services.
6. Please see our Service Fee Sheet for accurate service fees.