



# Patti L. Henry

CHAMBERS COUNTY DISTRICT CLERK

404 Washington Ave | P.O. Drawer NN | Anahuac, Texas 77514 | 409-267-2432 |

<https://www.co.chambers.tx.us/>

## CIVIL PROCESS REQUEST FORM

CASENUMBER: \_\_\_\_\_ CURRENT COURT: \_\_\_\_\_

Name(s) of Documents to be served: \_\_\_\_\_

File Date: \_\_\_\_\_ Month/Day/Year

Service To Be Issued On (Please List Exactly As The Name Appears In The Pleading To Be Served):

Issue Service to: \_\_\_\_\_

Address of Service: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Agent (if applicable): \_\_\_\_\_

TYPE OF SERVICE/PROCESS TO BE ISSUED: *(Check the proper box)*

Citation	Citation by Posting	Citation by Publication	Citation by Rule 106
Citation Scire Facias	Newspaper	Temporary Restraining Order	Precept
Notice	Protective Order	Secretary Of State Citation	Capias
Attachment	Sequestration	Subpoena	Other <i>(Please Describe)</i>

Service by *(select one)*:

Attorney Pick-Up *(Phone or email)* \_\_\_\_\_

Email/Mail to Attorney at: \_\_\_\_\_

Chambers County Constable *(Please verify address is in Chambers County)*

Certified Mail by District Clerk

Civil Process Server- Authorized Person to Pick-up: \_\_\_\_\_

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

Other, explain \_\_\_\_\_

**Note: Additional Fees may apply.**

Issuance of Service Request By:

Attorney/Party Name: \_\_\_\_\_ Bar# or ID \_\_\_\_\_

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

Phone Number: \_\_\_\_\_