

# NUECES COUNTY PROCESS REQUEST SHEET

901 LEOPARD STREET ROOM 313 / CORPUS CHRISTI, TEXAS 78401

PHONE # 361-888-0450 / FAX # 361-888-0424

**\*FAILURE TO INCLUDE ALL REQUIRED INFORMATION IS CAUSE FOR A REJECTION\***

**FOR EACH PARTY SERVED YOU MUST FURNISH ONE (1) COPY OF THE PLEADING.**

CAUSE NUMBER: \_\_\_\_\_  
DATE OF REQUEST: \_\_\_\_\_

CURRENT COURT: \_\_\_\_\_  
AMOUNT PAID: \_\_\_\_\_

**SERVICE WILL ONLY BE ISSUED UPON PAYMENT OF COST!**

TYPE OF PROCESS(ES) TO BE ISSUED (*Citation, Show Cause, Precept, TRO, etc.*)

NAME OF DOCUMENT(S)/PLEADING(S) TO BE SERVED

**SERVICE BY:**

☐ PICK UP BY (*Select One*) ☐ RETURN TO FILER BY MAIL ☐ CONSTABLE / SHERIFF ☐ NO SERVICE

( ) CIVIL PROCESS SERVER: \_\_\_\_\_ PHONE: \_\_\_\_\_

( ) ATTORNEY/REPRESENTATIVE: \_\_\_\_\_ PHONE: \_\_\_\_\_

☐ CERTIFIED MAIL ☐ RESTRICTED DELIVERY

☐ COURTHOUSE POSTING # OF DAYS TO BE POSTED: \_\_\_\_\_

**\*NATURE OF SUIT (USE REVERSE SIDE)**

☐ PUBLICATION\*\* NAME OF NEWSPAPER: \_\_\_\_\_

# OF DAYS TO BE PUBLISHED: \_\_\_\_\_

**\*NATURE OF SUIT (USE REVERSE SIDE)**

\*\*NCSO WILL ONLY SERVE TO THE FOLLOWING NEWSPAPERS: CORPUS CHRISTI CALLER TIMES, COASTAL BEND DAILY BUSINESS & LEGAL NEWS, AND NUECES COUNTY RECORD STAR; ALL OTHER NEWSPAPERS MUST BE PICKED UP OR RETURNED TO THE FILER BY MAIL\*\*

**PARTY/PARTIES TO BE SERVED:**

[1] NAME/AGENT \_\_\_\_\_  
ADDRESS \_\_\_\_\_

[2] NAME/AGENT \_\_\_\_\_  
ADDRESS \_\_\_\_\_

[3] NAME/AGENT \_\_\_\_\_  
ADDRESS \_\_\_\_\_

[4] NAME/AGENT \_\_\_\_\_  
ADDRESS \_\_\_\_\_

**ATTORNEY OR PARTY REQUESTING ISSUANCE OF PROCESS:**

NAME \_\_\_\_\_ ATTORNEY BAR # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ATTORNEY REPRESENTS: PLAINTIFF \_\_\_\_\_ DEFENDANT \_\_\_\_\_ OTHER \_\_\_\_\_

