

COME AND SERVE IT

TEXAS CERTIFIED PROCESS SERVER · MOBILE NOTARY

comeandserveit.com · (830) 237-2190 · office@comeandserveit.com · JBCC Cert. No. PSC-25406

Process Service Order Request Form

OPTIONAL — PROVIDED FOR YOUR CONVENIENCE

This form is not required. If you prefer, email the completed form and your documents to office@comeandserveit.com, or submit online at comeandserveit.com/online-service-request. Fields marked * are required.

REQUESTED BY — CLIENT NAME / FIRM NAME *

PHONE *

EMAIL *

COURT AND CASE NUMBER

CASE NAME (PLAINTIFF VS. DEFENDANT)

TITLE OF DOCUMENT TO BE SERVED

NAME OF PERSON(S) / ENTITY TO BE SERVED

SERVICE ADDRESS

DEADLINES / DUE DATES (IF ANY)

FILE THE RETURN OF SERVICE WITH THE COURT?

☐ Yes ☐ No

OTHER IDENTIFYING INFORMATION — *helps us locate and serve the subject*

DESCRIPTION (ETHNICITY, APPROX. AGE, HEIGHT, BUILD, HAIR COLOR, GLASSES, ETC.)

KNOWN TIMES AVAILABLE / NOT AVAILABLE

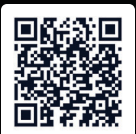
WORK LOCATION AND/OR HOURS

VEHICLE DESCRIPTION (IF KNOWN)

PHOTO OF SUBJECT

☐ Attached, if available

Attach Documents: Please attach or enclose the document(s) to be served — and a photo of the subject, if available — with this form.



PREFER TO SUBMIT ONLINE?

Scan to open our secure request form · comeandserveit.com/online-service-request

Questions? Patrick Horner · (830) 237-2190 · office@comeandserveit.com