



# Orange County District Clerk's Office Request for Process



All sections **must** be completed for processing this request

Section 1: **Required Fields**

Cause No.: \_\_\_\_\_

Date.: \_\_\_\_\_

Style of Case: \_\_\_\_\_

Section 2: **Required Fields**

Title of your Document / Name of Pleading to be attached for Service

\_\_\_\_\_

Section 3: **Required Fields**

Attorney's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Attorney's phone No.: \_\_\_\_\_ Attorney's Bar No.: \_\_\_\_\_

Attorney's E-Mail Address: \_\_\_\_\_

Section 4: **Required Fields**

Put the **NUMBER** of parties by the type of Service you're requesting below:

- \_\_\_\_\_ Citation (**Issuance \$8.00 per party per pleading**)
- \_\_\_\_\_ Citation (**Issuance \$16.00 per party per pleading**)  
Secretary of State      Texas Transportation Commission      Department of Insurance
- \_\_\_\_\_ Temporary Restraining Order (**Issuance \$8.00 per party**)
- \_\_\_\_\_ Notice of Hearing/Notice to Show Cause/Order to Appear (**Issuance \$8.00 per party**)
- \_\_\_\_\_ Application for Protective Order/Temporary (Ex Parte) Protective Order \*\* (**Issuance \$16.00 per party**)  
**\*\* Submit the REQUIRED TCIC/NCIC Form and List below the Law Enforcement Agency for the TCIC & Law Enforcement Agency to receive Certified Copies of the Temp. Ex Parte.**
- \_\_\_\_\_ Precept to Serve (**Issuance \$8.00 per party**)
- \_\_\_\_\_ Writ of \_\_\_\_\_ (**Issuance \$8.00 per party**) *Writ returnable in \_\_\_ days.*
- \_\_\_\_\_ Citation by Posting (**Issuance \$8.00 per party + Clerk's OCA Website Posting Fee \$80.00**)  
- As per law, all citations by postings must also be posted on the OCA Website.
- \_\_\_\_\_ Citation by Publication (**Issuance \$8.00 per party + Clerk's OCA Website Posting Fee \$80.00**)  
\* A Motion and Order for Alternate Service is required and must contain the number of weeks to run.  
- As per law, all citations by publications must also be posted on the OCA Website.
  - **Newspapers Name & Address:** \_\_\_\_\_
  - **Weeks to Publish:** \_\_\_\_\_
- \_\_\_\_\_ Civil Bond Approval (\$5.00)

Section 5: **Required Fields**

Put a  by Type of Delivery below:

\*\* All service not served by the Orange County Sheriff will be returned via provided E-Mail.

\_\_\_\_\_ E-mail Return (**Please provide E-Mail address, Contact Name and Phone Number**)

\_\_\_\_\_ Certified Mail-Return Receipt Requested (**\$80.00 service fee per party per pleading**) \_\_\_\_\_ **Restricted Delivery**

\_\_\_\_\_ Orange Co. Sheriff (See attached Fee Schedule)

*For any questions concerning the Sheriff's Fees, contact the Sheriff's Office at (409) 883-2612 and ask for the Civil Service Division.*

**\*\*Service NOT being returned by E-mail:**

There will be a service copy charge of \$1.00 **per page, per pleading & per party.** Please list below the total amount of copies and cost you will be paying

\_\_\_\_\_ **\*\*Copies for Service:** Total Number of Pages, Per Party being served: \_\_\_\_\_, \$ \_\_\_\_\_

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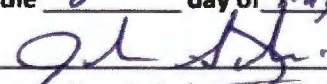


**CIVIL PROCESS FEES – EFFECTIVE JANUARY 1, 2024**

AFFIDAVITS OF SERVICE	\$15.00
BILL OF REVIEW	\$80.00
CAPIAS (CIVIL WARRANT)	\$80.00
CITATIONS/PRECEPTS/SUMMONS -by personal service, posting, or publication	\$80.00
CLEARANCE LETTERS -Criminal Records Check (Local Records/Background)	\$15.00
CRIMINAL SUBPOENAS	\$5.00
EX-PARTE PROTECTIVE ORDER	\$80.00
FORCIBLE DETAINER (EVICTION)	\$80.00
INJUNCTION	\$80.00
NOTICE OF APPLICATION FOR PROTECTIVE ORDER	\$80.00
NOTICE TO SHOW CAUSE -by personal services or publication	\$80.00
NOTICE OF SUBSTITUTE TRUSTEE SALE	\$80.00
NOTICE TO TAKE DISPOSITION (ORAL/WRITTEN)	\$80.00
NOTICE PRECEPT TO SERVE	\$80.00
POSTING OF WRITTEN CAUSE -citation, probate, trustee sale	\$80.00
PROTECTIVE ORDER	\$100.00
PUBLICATIONS	\$80.00
SUBPOENAS/SUMMONS (CIVIL)	\$80.00
TAX WARRANT	\$100.00
TEMPORARY EX-PARTE PROTECTIVE ORDER	\$100.00
TEMPORARY RESTRAINING ORDER	\$100.00
TURNOVER ORDER (ALL COURTS)	\$150.00 (\$150.00 MAX 3 HOURS PER DEPUTY - \$50.00 PER HOUR AFTER 3 HOURS)
WARRANTS (AFRS, MTRCS, DISTRESS, ARREST)	\$70.00
WRIT OF ATTACHMENT (ALL COURTS)	\$150.00
WRIT OF CERTIORAR (ALL COURTS)	\$150.00
WRIT OF EXECUTION -commissions 10% w/sale (no max) 5% without sale (no max)	\$175.00 (\$175.00 MAX 3 HOURS PER DEPUTY - \$50.00 PER HOUR AFTER 3 HOURS)
WRIT OF GARNISHMENT (ALL COURTS)	\$150.00
WRIT OF HABEAS CORPUS (ALL COURTS)	\$150.00
WRIT OF POSSESSION	\$150.00 (\$150.00 MAX 3 HOURS PER DEPUTY - \$50.00 AFTER 3 HOURS)
WRIT OF POSSESSION (NON-EVICTION) PERSON PROPERTY	\$150.00
WRIT OF RE-ENTRY (ALL COURTS)	\$150.00
WRIT OF SEQUESTRATION (ALL COURTS)	\$200.00
WRIT OF TEMPORARY INJUNCTION	\$150.00
WRIT OF TURNOVER ORDER	\$150.00 (\$150.00 MAX 3 HOURS PER DEPUTY - \$50.00 AFTER 3 HOURS)
WRIT OF ORDER OF SALE (ALL COURTS) -commissions 10% w/sale (no max) 5% without sale (no max)	\$175.00
ORDER OF SALE TAX	\$175.00
OTHER WRITS NOT LISTED	\$150.00
LIVESTOCK – LARGE ANIMAL PICK UP (Cattle, Horses, etc.)	\$150.00 (with subsequent being \$75.00)
LIVESTOCK – SMALL ANIMAL PICK UP (Sheep, Goats, etc.)	\$75.00 (with subsequent being \$50.00)
LIVESTOCK – LARGE ANIMAL FEED AND CARE	\$35.00 PER DAY
LIVESTOCK – SMALL ANIMAL FEED AND CARE	\$35.00 PER DAY
LIVESTOCK – TRANQUILIZATION	\$100.00
LIVESTOCK – COGGINS TEST	\$35.00 (Per Foskey's \$35.00 for "no rush" results or \$60.00 for results in 24 hours)
LIVESTOCK – PROCESS FEE	\$25.00 (For filing paperwork with County Clerk)
HB 3901 WRIT OF ASSISTANCE FOR REPOSSESSION OF AN AIRCRAFT	\$150.00 (\$150.00 MAX 3 HOURS PER DEPUTY - \$50.00 AFTER 3 HOURS)
HB 2486 ORDER OF RETRIEVAL	\$150.00 (\$150.00 MAX 3 HOURS PER DEPUTY - \$50.00 AFTER 3 HOURS)

\*With plaintiff to withhold or release levy, without collection, cancel or recall writ without completing collection of judgment costs (except Tax Foreclosure Order of Sale) \$500.00

Approved by Commissioners Count on the 8<sup>th</sup> day of August, 2023.

  
 \_\_\_\_\_  
 County Judge John H. Gothia