



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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