

Helpful Resources

JBCC <http://www.txcourts.gov/jbcc/process-server-certification/initial-certification>,
Certification/ CE Requirements Providers
Process Server Code of Conduct
Process Server Curriculum

JBCC <https://jbcctexas.txcourts.gov>
CE Providers Find Existing Process Servers Recertification

Business Development

Secretary of State <https://direct.sos.state.tx.us>
Business Filing LLC, CORP, NOPROFIT, DBA FOR LLC
Secretary of State <https://www.sos.state.tx.us/corp/service-of-process.shtml>
Service of Process

Constable Rates <https://mycpa.cpa.state.tx.us/sacf>

Marketing

Legal Directory	www.LegalDirectories.com	<u>Website</u>
Texas Bar Directory	Houston Bar Directory	Godaddy.com
		Wix.com
Fiverr.com		<u>NameCheap.com</u>
Logo and Promotional video		_____

<u>Email Marketing</u>	Lead Generation	Paralegal Associations
Wix.com	Serve-Now.com	_____
Mailchimp.com	NAPPS.org	_____
Constantcontact.com	TxAPPS.org	_____

Credit	Money	Minority/ Woman Owned
DandB.com	PayPal.com	https://nctrca.mwdbe.com
IRS.gov	Squareup.com	http://comptroller.texas.gov/procurement/prog/hub/

Efficiency	Zelle.com	<u>Efiling</u>
Servemanager.com	stripe.com	http://www.efiletexas.gov/
https://www.dbsinfo.com/	_____	https://efile.txcourts.gov/OFSWEB

_____	<u>Locator Services</u>	_____
_____	TLO.com	_____
	Delvepoint.com	_____
	Clear.com	_____



Server-O-Nomics Entrance Assessment

1. Are you currently incorporated ?

Mark only one oval.

- No
- DBA
- LLC
- S Corp
- C Corp

2. What is the name of your business ?

3. Do you have a website ?

4. What is your current weekly serve volume?

Mark only one oval.

- 0
- 1-9
- 10-14
- 15-20
- 20+

5. Do you subcontract your work?

Mark only one oval.

- No
- Yes

6. How do you market your business?

7. What value added services do you offer?

8. Do you have a business plan?

Mark only one oval.

- Yes
- No

9. Do you have a budget?

Mark only one oval.

- Yes
- No

10. Do you track your income?

Mark only one oval.

- Yes
- No

11. Do you track your expenses?

Mark only one oval.

- Yes
- No

12. What is your average ticket?

Mark only one oval.

- 0
- 1-25
- 25-50
- 50-75
- 75-100
- 100-125
- 125+



14. Locator

15. Invoicing

16. Document Management

WHAT ARE MY COSTS?

FIXED

VARIABLE

HOW MUCH ARE MY SERVICES?

PROCESS SERVICE _____

COURT FILINGS _____

WALK THRU _____

SKIP TRACE _____

MOBILE NOTARY _____

Additional Services

WHAT IS MY CASE LOAD?

DAY WEEK MONTH

SERVES

OTHER

WHAT IS MY TOTAL REVENUE

R(X)

SERVES

OTHER

WHAT IS MY PROFIT

$$P = R(X) - C(X)$$

DAILY TASK MANAGER

Date: _____

SERVE

PICKUP / DELIVERY / ASSIGN

NAME PROCESS:
CASE NO. PLEADING
LOCATION

NAME PROCESS:
CASE NO. PLEADING
LOCATION

NAME PROCESS:
CASE NO. PLEADING
LOCATION

NAME PROCES:
CASE NO. PLEADING
LOCATION

NAME PROCES:
CASE NO. PLEADING
LOCATION

INVOICE

CUSTOMER SERVICE
REFERENCE AMOUNT

CUSTOMER SERVICE

REFERENCE AMOUNT

RETURNS

DRAFT / FILE

NAME
CASE NO.
PICKUP DATE/TIME DEL DAT/ TIME:

SERVICE ADDRESS COURT

NAME
CASE NO.
PICKUP DATE/TIME DEL DAT/ TIME:
SERVICE ADDRESS COURT

NAME
CASE NO.
PICKUP DATE/TIME DEL DAT/ TIME:
SERVICE ADDRESS COURT

BUSINESS DEVELOPMENT

ATTRACT CUSTOMERS DEVELOP PRODUCTS/SERVICES

DEVELOP RELATIONSHIPS INTEGRATE SYSTEMS

NOTES

Legal Practice Areas

(Each practice area must employ a laborforce to execute service of process)

Administrative law	Contract law	Franchise law	Poverty law
Admiralty law (or maritime law)	Copyright law	Gaming law	Privacy law
Advertising law	governance law	Health and safety law	Private equity law
Agency law	Criminal law	Immigration law	law
Alcohol law	Cryptography law	Insurance law	Procedural law
Alternative dispute resolution	Cultural property law	Intellectual property law	Product liability litigation
Animal law	Custom (law)	International law	Property law
Antitrust law (or competition law)	Cyber law	International trade and finance law	Public health law
Appellate practice	Defamation	Internet law	Public International Law
Art law (or art and culture law)	Derivatives and futures law	Juvenile law	Railroad law
Aviation law	Drug control law	Labour law (or Labor law)	Real estate law
Banking law	Elder law	Land use & zoning law	law
Bankruptcy law	Employee benefits law (ERISA)	Litigation	Social Security disability law
Bioethics	Employment law	Marital law	Space law
Bird law	Energy law	Media law	Sports law
commercial litigation	Entertainment law	Medical law	Statutory law
law)	Environmental law	Mergers & acquisitions law	Tax law
Civil law or common law	Equipment finance law	Military law	Technology law
Class action litigation/Mass tort litigation	Evidence	Mining law	Timber law
Communications law	Family law	Music law	Tort law
Computer law	FDA law	Mutual funds law	Trademark law
Conflict of law (or private international law)	Financial services regulation law	Nationality law	Transport law / Transportation law
Constitutional law	Firearm law	Native American law	Trusts & estates law
Construction law	Food law	Obscenity law	Utilities Regulation
Consumer law	Patent law	Oil & gas law	Venture capital law
Personal Injury	Sexual Law	Parliamentary law	Water law



2022 County Constable Rates per Service of Process

	Citations/ Summons	Temporary Restraining Orders
Collin	\$75.00	\$175.00
Dallas	\$80.00	\$80.00
Denton	\$75.00	\$125.00
Ellis	\$90.00	\$175.00
Johnson	\$85.00	\$85.00
Kaufman	\$100.00	\$200.00
Parker	\$100.00	\$100.00
Rockwall	\$75.00	\$150.00
Tarrant	\$75.00	\$75.00
Wise	\$125.00	\$150.00

DFW Average _____
\$/SERVE \$88.00 \$131.50

Rate reported <https://mycpa.cpa.state.tx.us/sacf/>

Current Civil Process Laborforce Statistics
3,550 Certified Civil Process Servers Statewide
254 Texas County Constable Precincts

1,423,625 New Civil Cases filed in 2022

Reported: Texas Judiciary

Current Contracted Labor Rate \$22.50 - \$60/ serve

Current Civil Process Product 37.4 serv 8.7 serves/ week

(Market Floor/ Many cases issue multiple service of process)
27377 Initial Case Serves / week (calc. based on 52week year)

	Low	Median	Average	High
Weekly	\$195.75	\$522.00	\$730.80	\$898.28
Monthly	\$842	\$2,244	\$3,142	\$4,105
Quarterly	\$2,524.50	\$6,732	\$9,425	\$12,314
Yearly	\$10,098	\$26,928	\$37,699	\$49,256

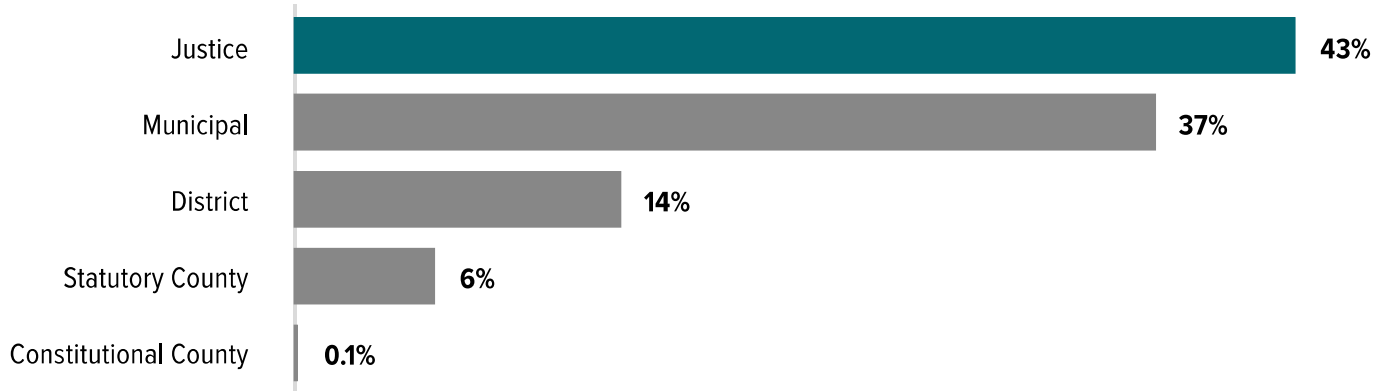
2022 Constable Rates

<u>County</u>	<u>\$/Citation/Notice/S ubpoena</u>	<u>\$/ WRIT</u>	<u>\$/TRO</u>
ANDERSON	100	175	100
ANGELINA	90	175	100
BASTROP	75	250	150
BELL	80	150	100
BEXAR	75	250	85
BOSQUE	75	150-200	150
CHEROKEE	100	125	100
COCHRAN	75	175	75
COKE	85	200	85
COLLIN	75	175	175
COMAL	75	250	75
DALLAS	80	140/150	80
DENTON	75	150	125
EL PASO	100/65	220	100
ELLIS	90	175	175
FREESTONE	85	150	150
GALVESTON	75	150-200	100
GRAYSON	80	150	80
HARRIS	75	125-150	125
HOOD	90	175	90
KAUFMAN	100	200	150
LEON	100	150	100
LUBBOCK	80	200	200
MIDLAND	100	100	100
NAVARRO	85	150	85
PALO PINTO	75	100	100
PARKER	100	200	100
SMITH	80	150	125
SHERMAN	80	80	80
TARRANT	75	150	75
TRAVIS	80	155	115
UVALDE	125	150	150
VAN ZANDT	75	200	75
WICHITA	125	200	200
ZAVALA	100	200	100

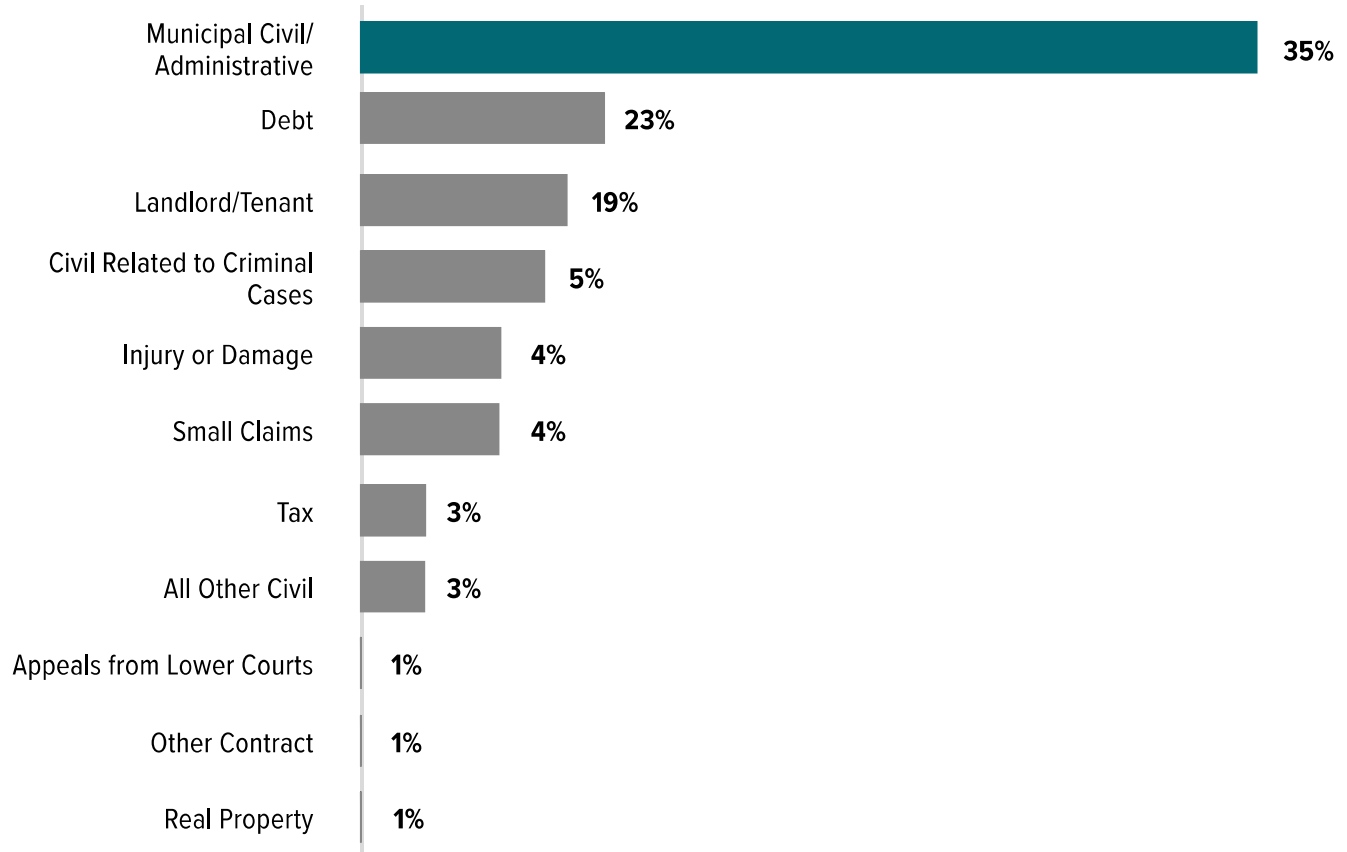
**Average Constable
Rate 254 Texas
Counties \$86.11**

CIVIL CASES

In 2023, 80 percent of the more than 1.5 million new civil cases were filed in the municipal and justice courts. Justice courts alone accounted for more than 40 percent of all civil cases filed, an increase over the 39 percent filed in 2022.

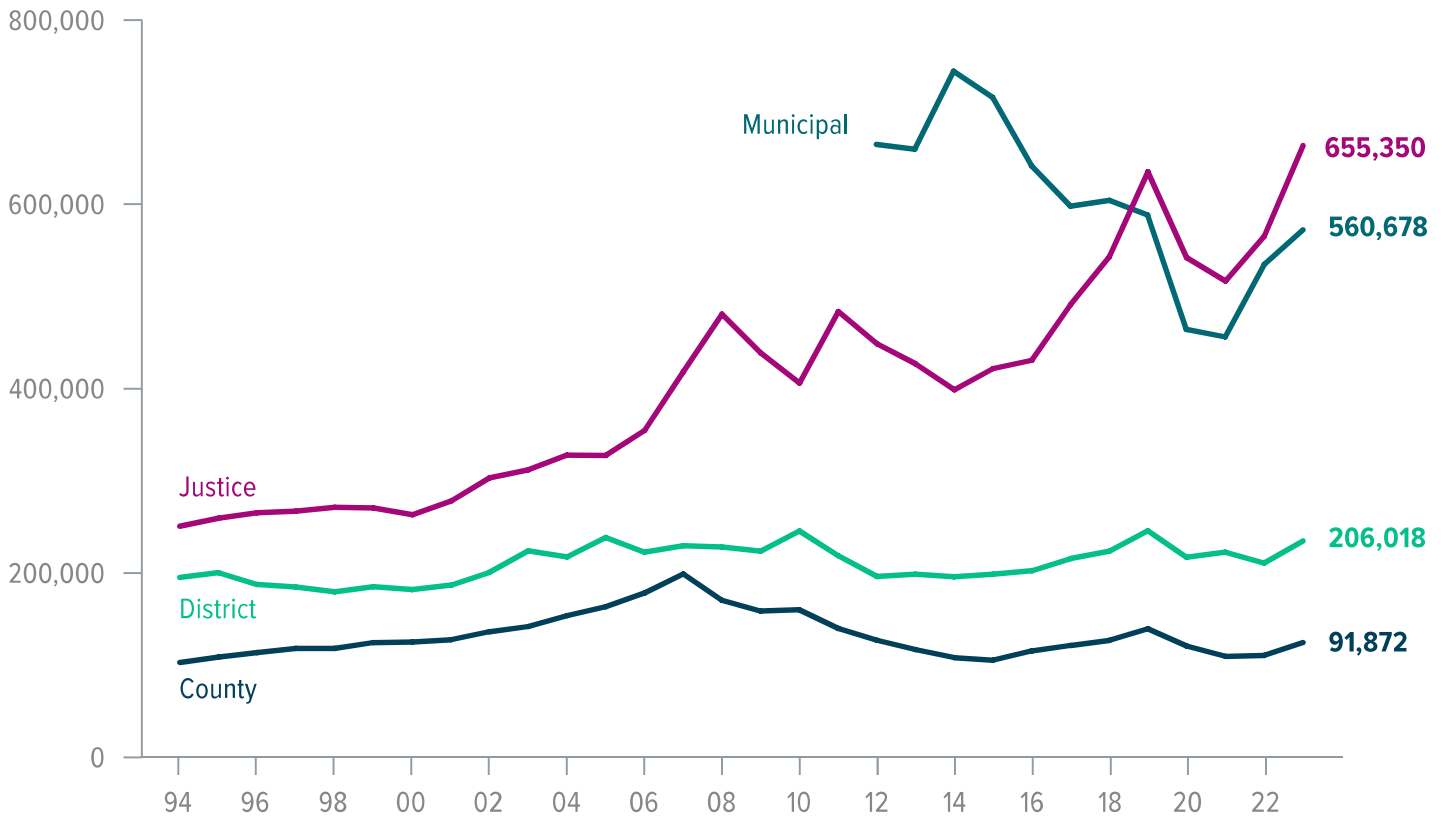


Municipal civil/administrative cases accounted for 35 percent of new civil cases filed, down 2 percentage points from the previous year. Debt cases increased by 2 percentage points, and landlord/tenant cases increased by 1 percentage point.



CIVIL CASES

In 2023, new civil case filings rose at all court levels, resulting in a 13 percent increase overall. Justice courts experienced the largest increase at 19 percent and reached an all-time high. County court filings increased by 18 percent, district court filings by 14 percent, and municipal court civil/administrative cases by 7 percent, all returning to pre-pandemic levels.



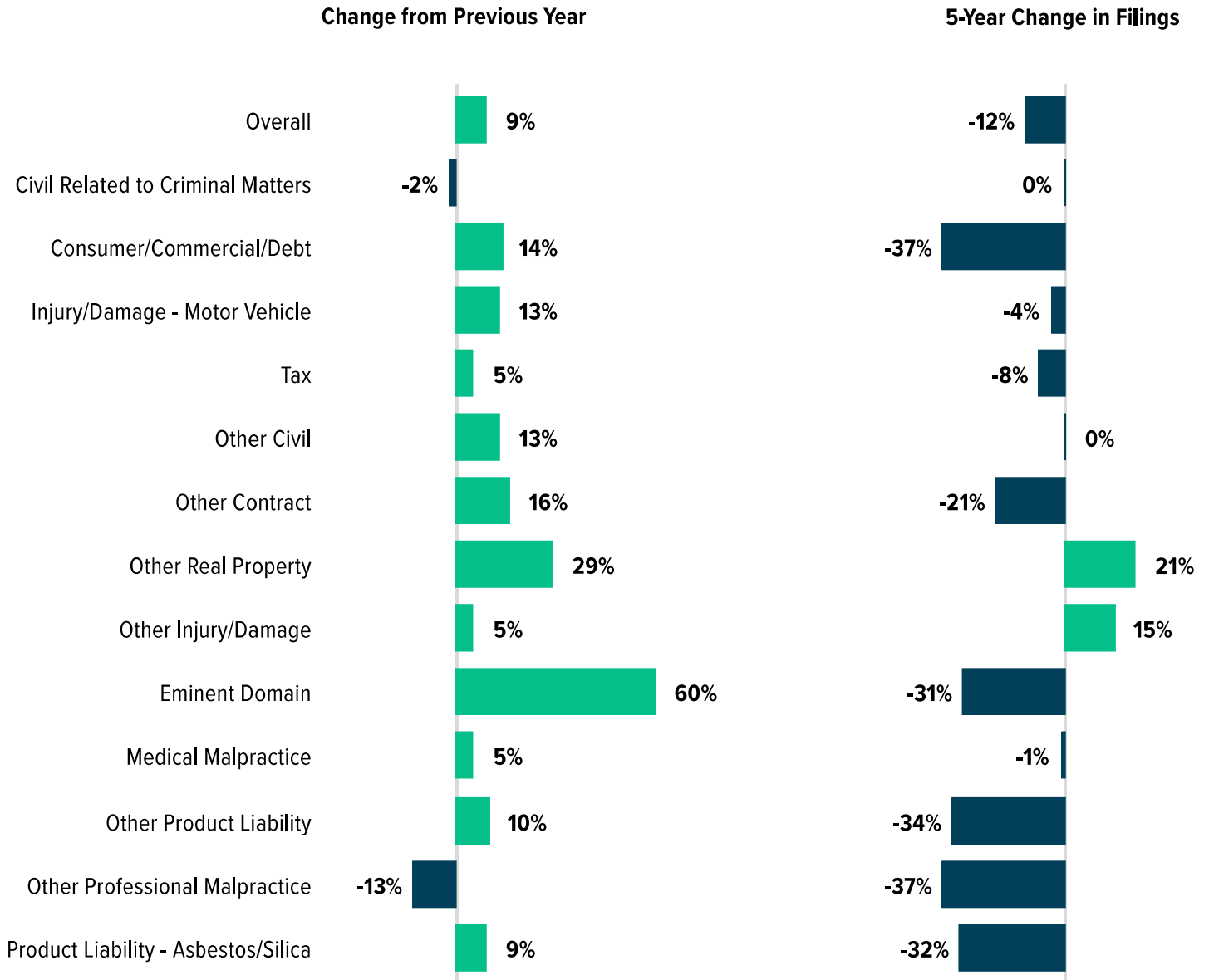
CIVIL CASES

CHANGE IN CASES FILED

District and County Courts

The number of new cases filed in district and county-level courts increased in all but 2 categories: civil related to criminal matters and other professional malpractice. In 2023, the largest increase in filings was in cases involving eminent domain, followed by other real property and other contract cases.

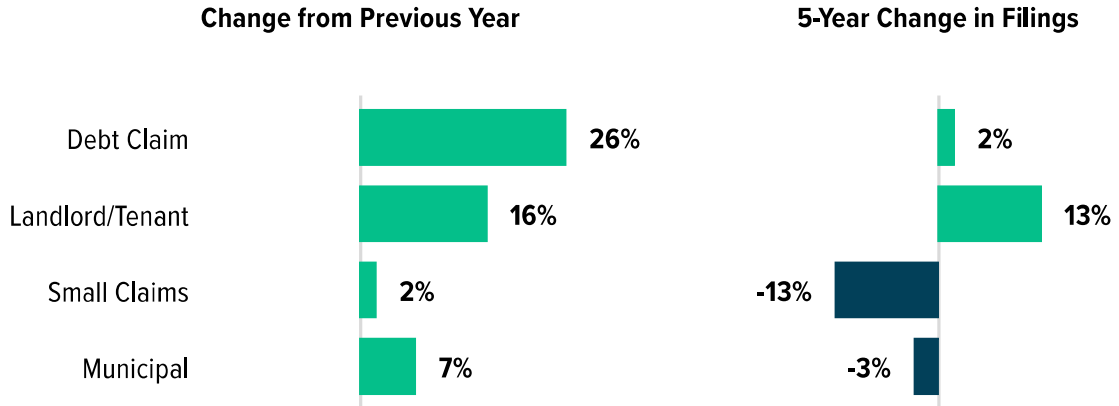
Despite the increase over the previous year, filings were lower in all but 2 categories compared to what was reported 5 years ago.



CIVIL CASES

Justice and Municipal Courts

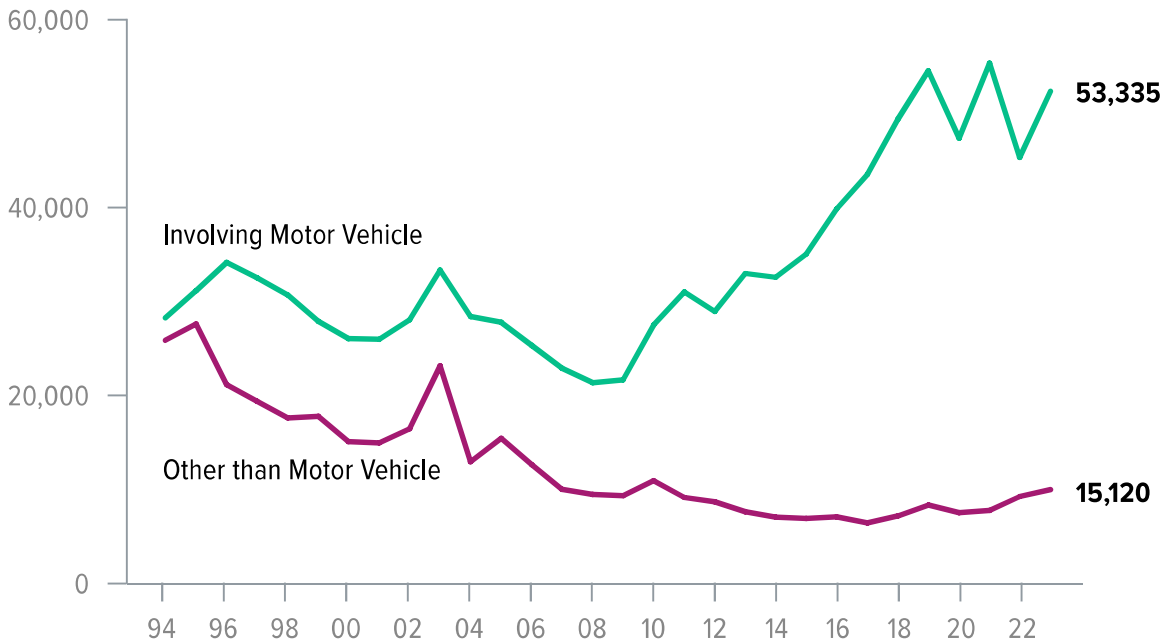
New civil cases filed in the justice and municipal courts grew significantly except for small claims. Despite the growth, filing levels remained lower than levels 5 years ago in small claims and municipal court cases while debt cases were slightly higher and landlord/tenant cases were more than 10 percent higher.



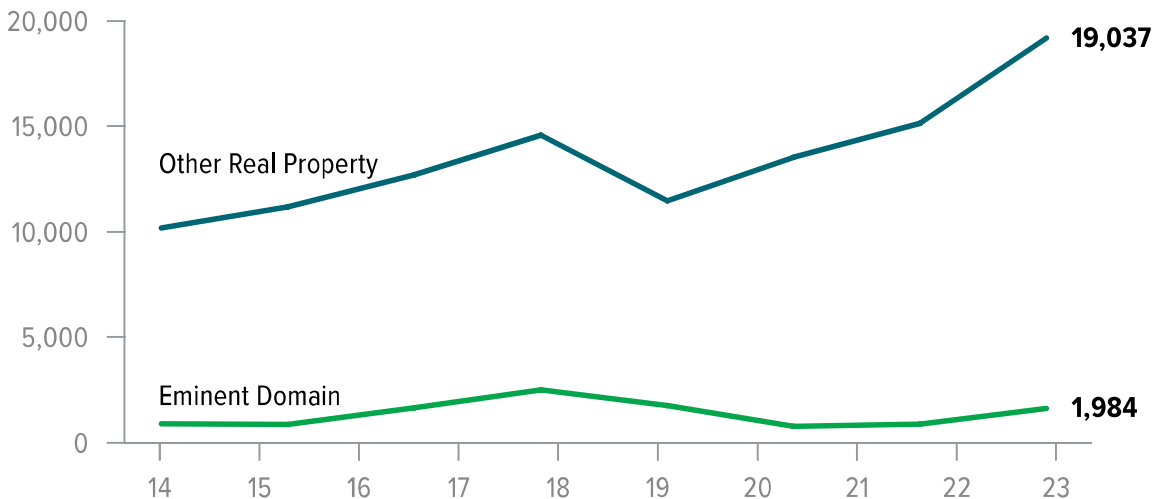
CIVIL CASES

Significant Trends

Injury or damage involving a motor vehicle increased by 13 percent compared to last year but was 5 percent lower than the all-time high reported in 2021. Injury or damage not involving a motor vehicle (malpractice, product liability, and other injury or damage) increased by 5 percent compared to 2022 and 11 percent compared to what was reported 5 years ago.

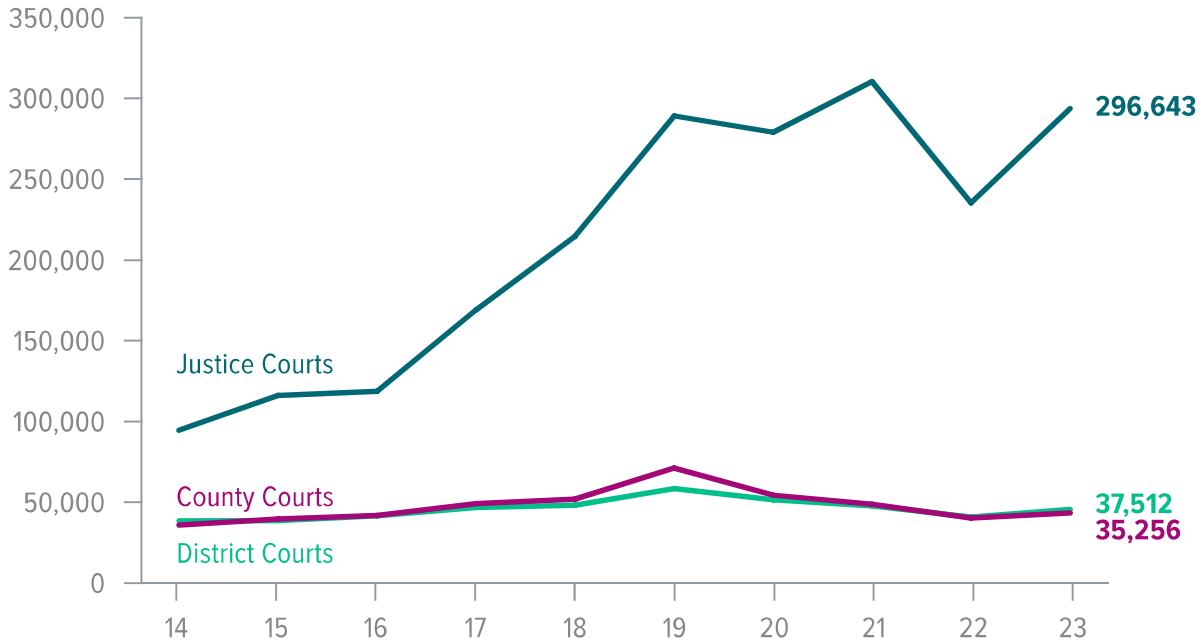


In 2023, total real property case filings increased by 29 percent. Eminent domain cases increased by 60 percent, while other real property cases increased by 26 percent.

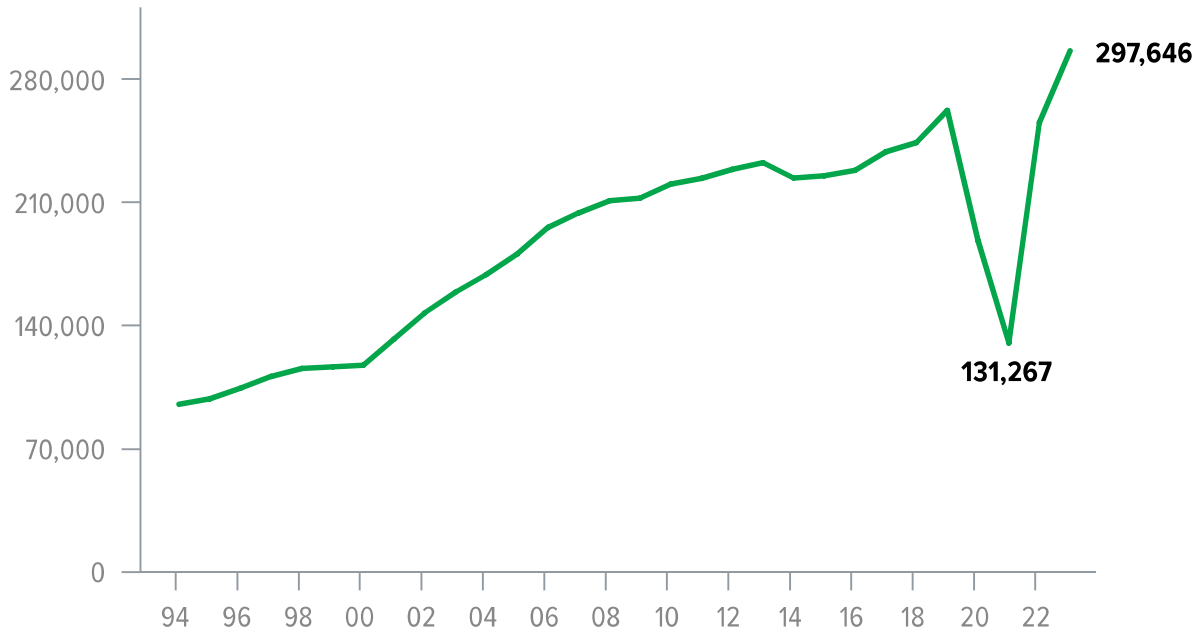


CIVIL CASES

In 2023, debt cases grew in all court types. Justice courts saw the largest increase with 26 percent more cases filed, reaching the second highest level of all-time. Debt cases grew by 15 percent in district courts and by 11 percent in county courts, but filings at both court levels remained lower than the peak in 2019.

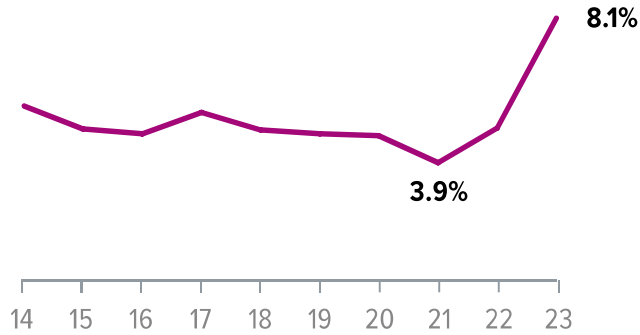


In 2023, landlord/tenant cases reached an all-time high, with nearly 300,000 new cases filed, a 16 percent increase from the previous year.

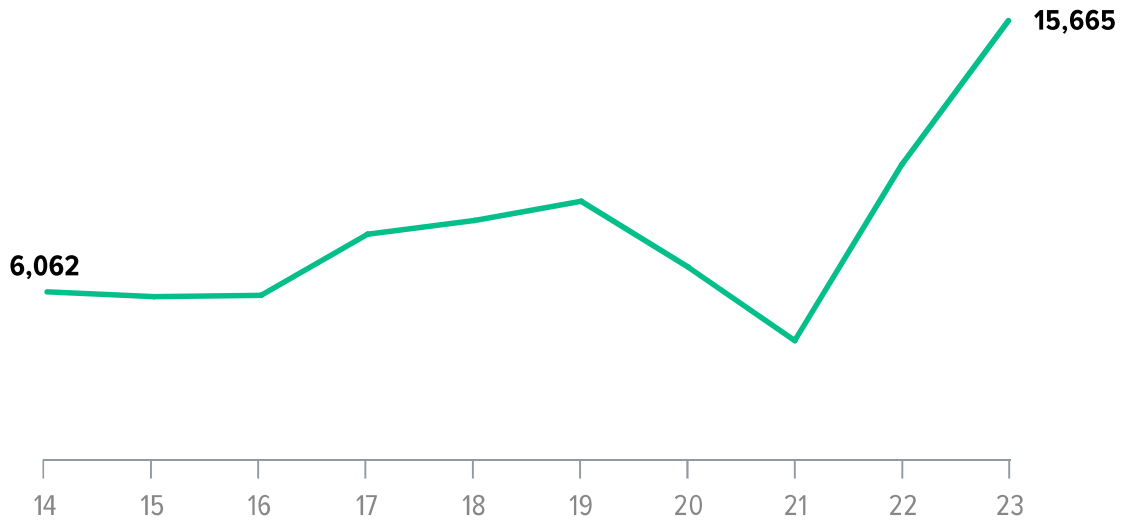


CIVIL CASES

The plaintiff or petitioner was self-represented at the time of filing in 8 percent of civil cases filed in district and county courts in 2023, an increase of 38 percent compared to the previous year.

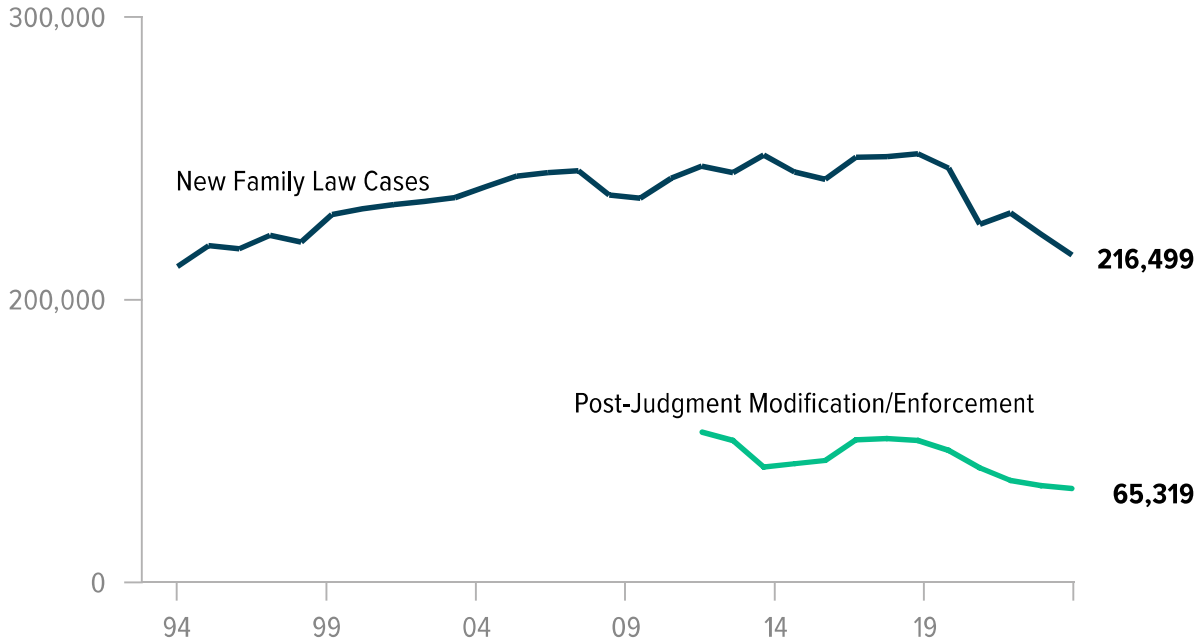


The large up-tick in pro se filings was mainly driven by the county courts at law, which saw a 48 percent increase in self-represented litigants compared to 2022 and 158 percent compared to what was reported 10 years ago.



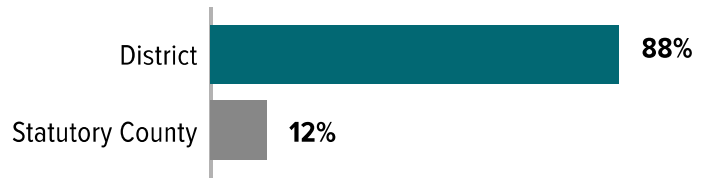
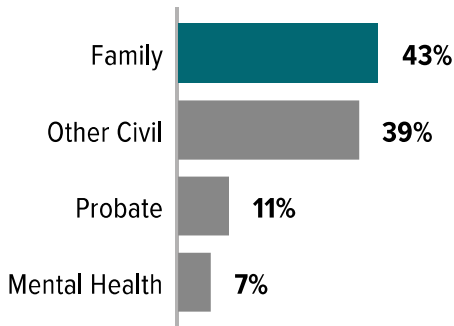
FAMILY CASES

New family law cases continued to drop. In 2023 there were 6 percent fewer cases than the previous year and 21 percent fewer cases than what was reported five years ago. The downward trend could also be seen in post-judgment modification/enforcement cases. In 2023 there were 3 percent fewer cases compared to the previous year and 28 percent fewer cases than five years ago.



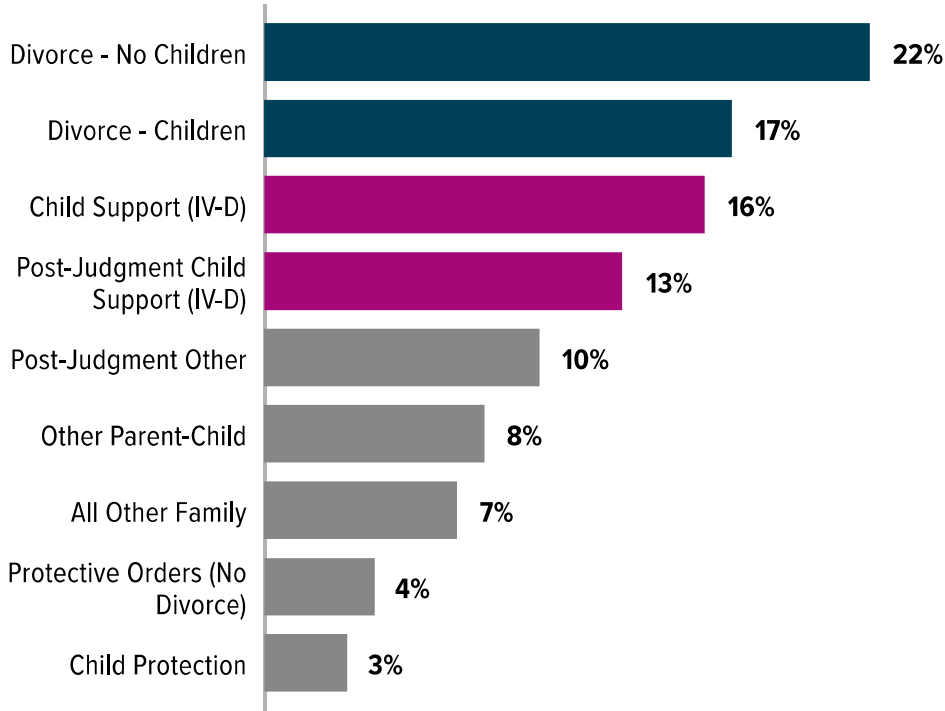
Family cases made up 43 percent of the total civil caseload (excluding civil cases related to criminal matters), a trend that has held steady since 2019.

Most family cases were handled in the district courts.

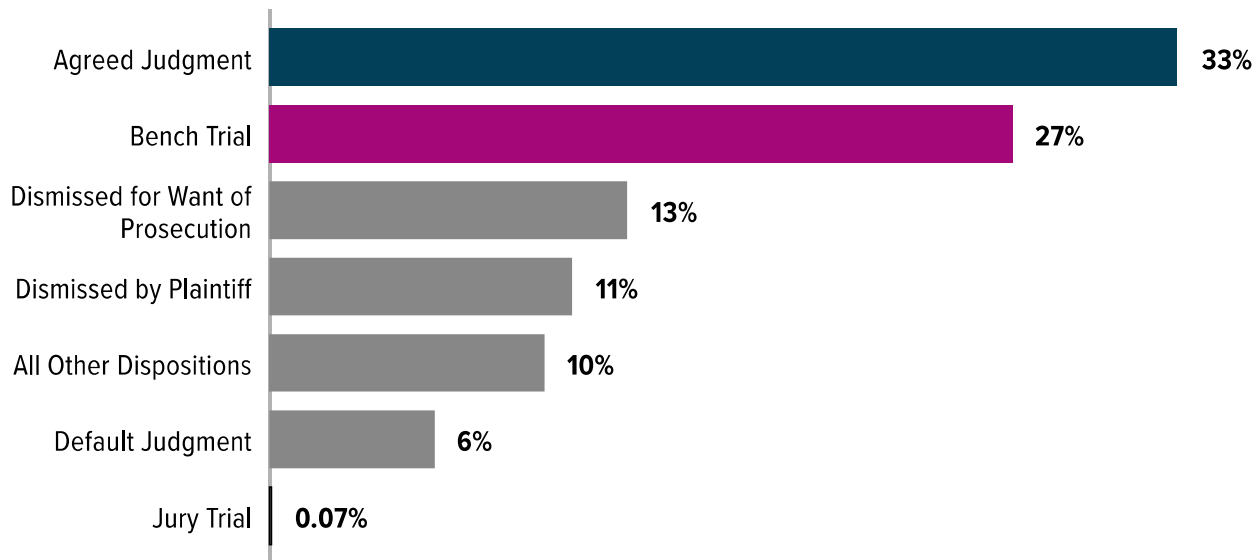


FAMILY CASES

Approximately 40 percent of new family cases involved divorce and 30 percent involved child support (IV-D).



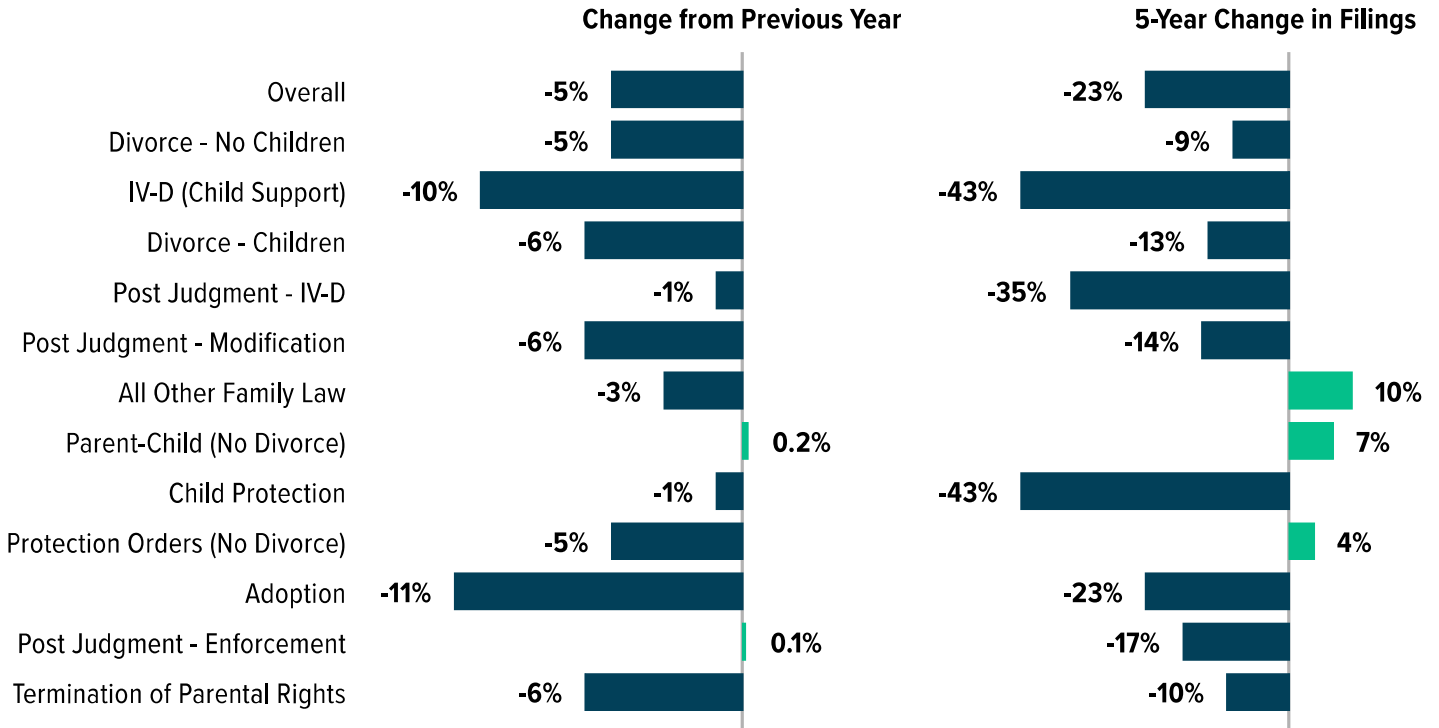
One-third of family cases were disposed of by agreed judgement. Bench trials made up 27 percent of dispositions and jury trials made up less than 1 percent.



FAMILY CASES

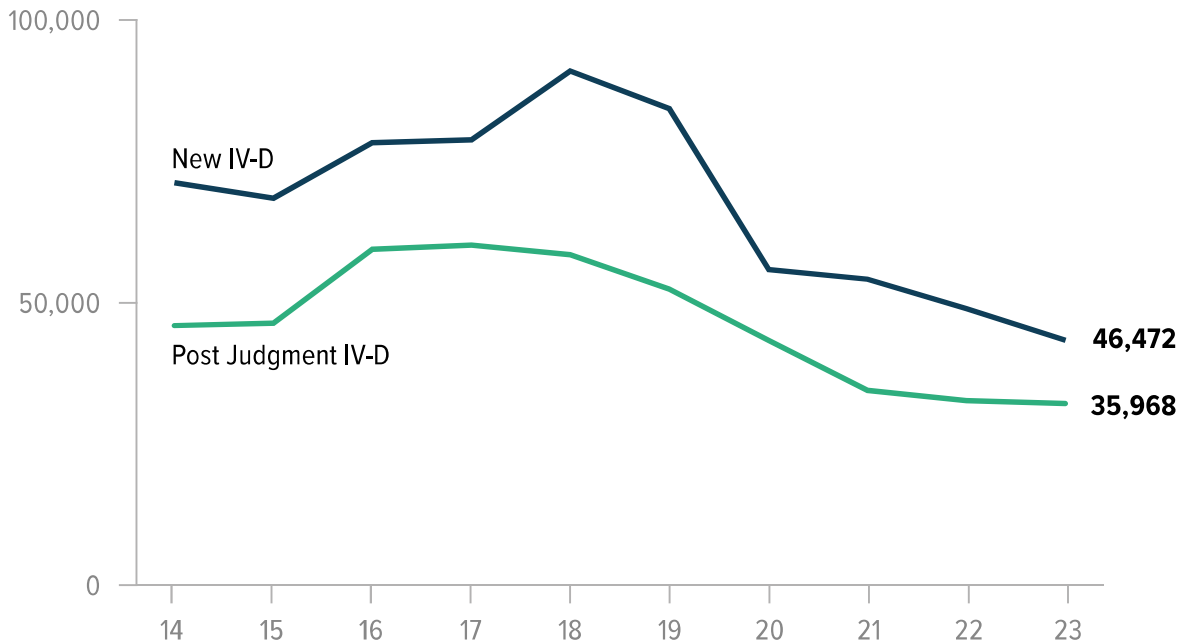
CHANGE IN NEW CASES FILED

Filings decreased in nearly all categories compared to the previous year. The most significant decline was in adoption cases, which decreased by 11 percent, and new Title IV-D cases, which decreased by 10 percent.



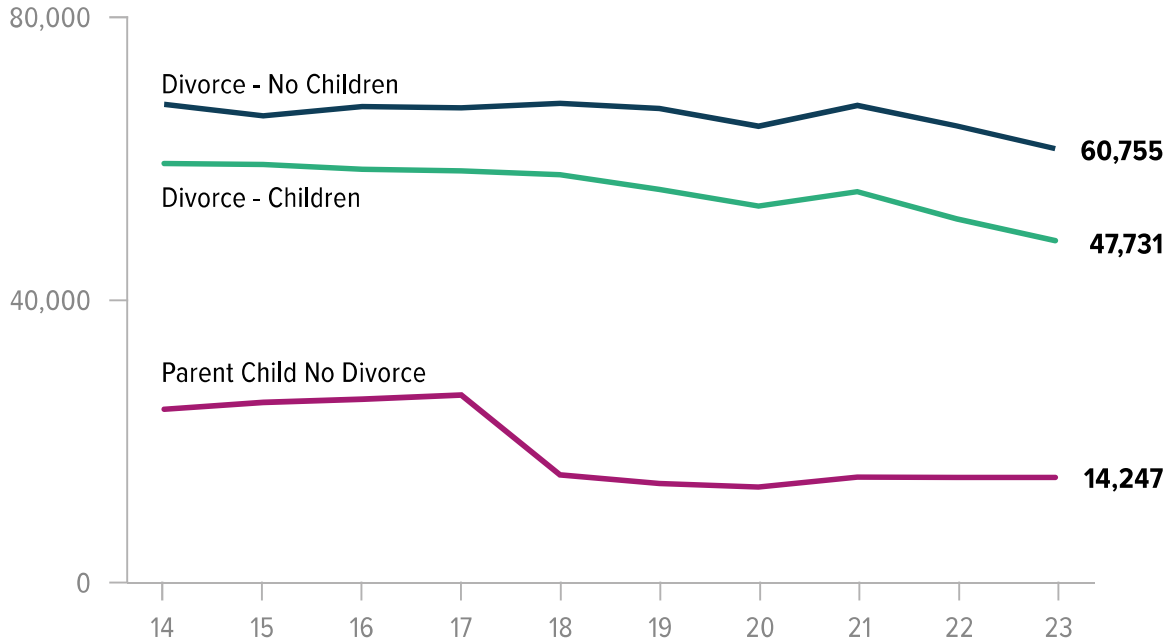
SIGNIFICANT TRENDS

New and post-judgment Title IV-D cases continued to decline. In 2023 there were 10 percent fewer new cases and 1 percent fewer post-judgment cases compared to the previous year.

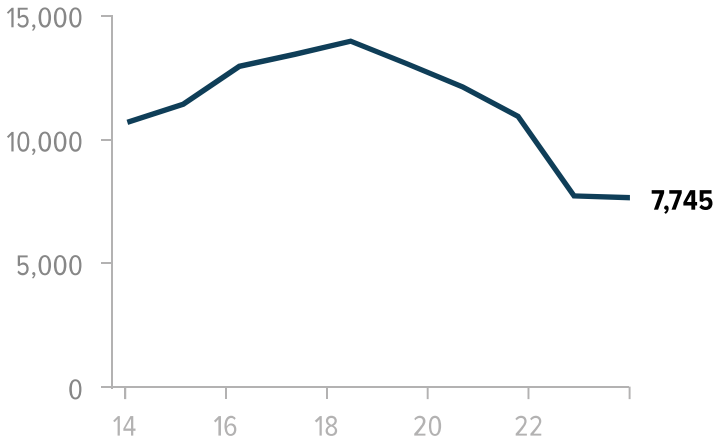


FAMILY CASES

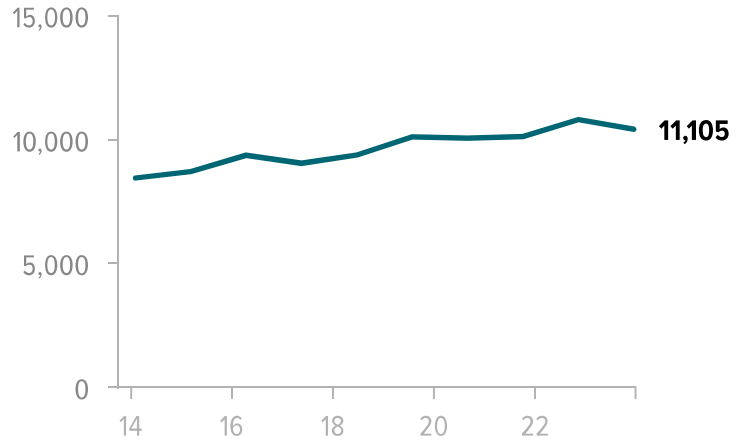
New divorce cases continued to decrease. Compared to the previous year, divorce cases involving children dropped by 6 percent and those without children dropped by 5 percent. There was no change in parent-child cases without divorce.



New child protection cases declined significantly since 2018, when the Families First Act provided states with federal funds to help families reduce entry to foster care. In 2023 filings declined by only 1 percent.

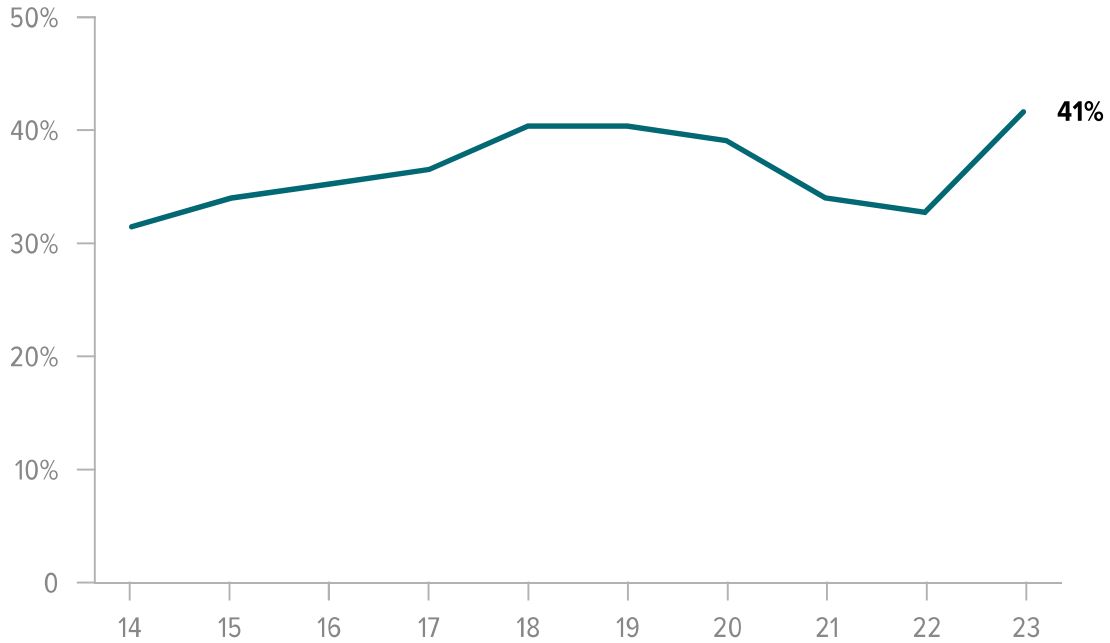


After a 9 percent increase in 2022, applications for protective orders not associated with a divorce decreased by 5 percent in 2023. However, there were 4 percent more filings than what was reported five years ago.

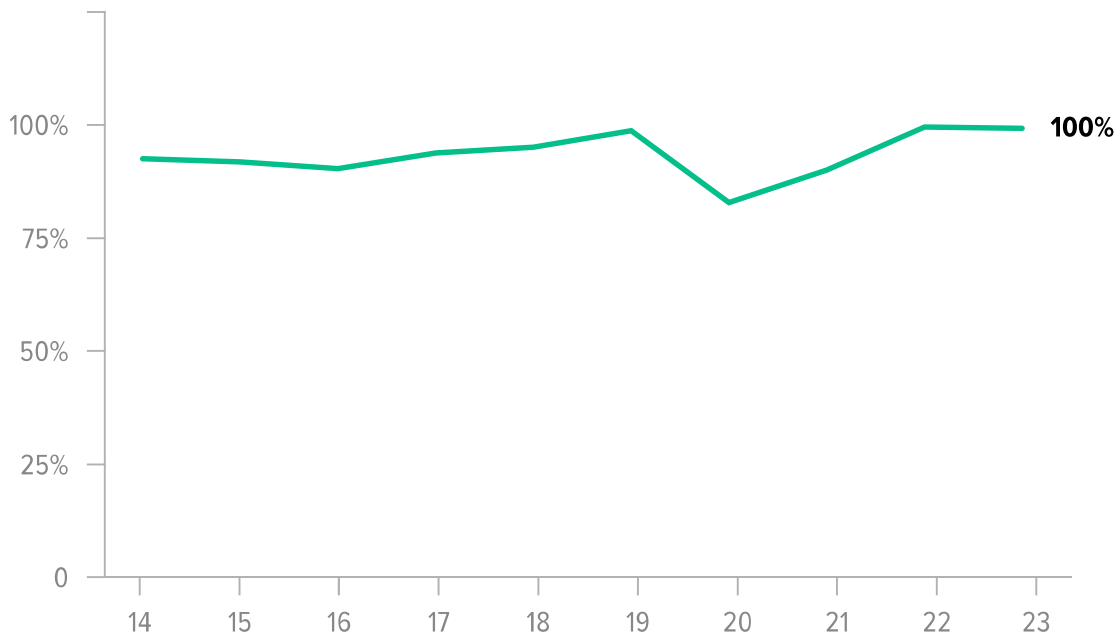


FAMILY CASES

The percentage of plaintiffs/petitioners who were self-represented at the time of filing increased by 7 percentage points compared to the previous year.



Statewide family clearance rates reached 100 percent for the second consecutive year, indicating that there were as many cases disposed as were filed.



Attachment A - Pricing Form

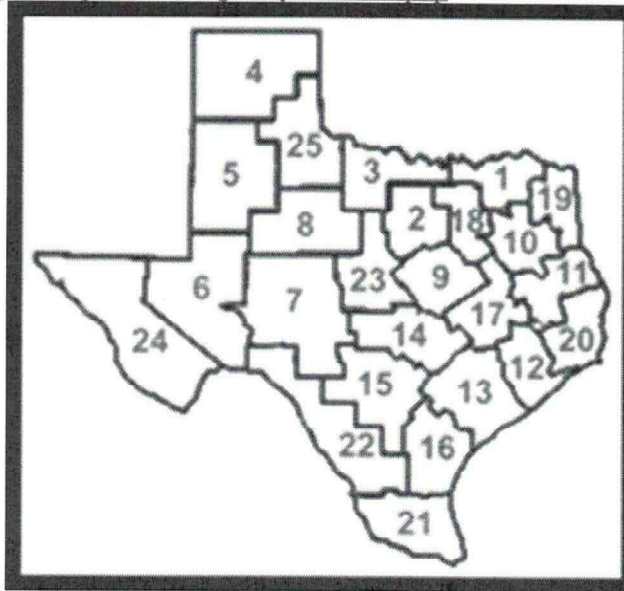
Service Type	Fee for Service
Basic Service	\$
<p>Basic Service shall include a minimum of four (4) attempts to deliver the legal documents to the subject identified by the OAG. Service will be picked up by the Respondent within 24 hours of Service request. The first attempted Service shall be attempted within 2 to 4 days of the receipt of legal documents. Two or more attempts will be made during the evening hours (evening hours shall be defined as those hours between 6 PM and 10 PM local time). If necessary, at least one attempt on the weekend, except when the process server's findings clearly document that the service address is at a place of business that is closed during these hours. All attempts shall be completed within 10 business days.</p>	
Basic Plus Service	\$
<p>Basic Plus Service shall include a minimum of six (6) attempts to deliver the legal documents to the subject identified by the OAG. Service will be picked up by the Respondent within 24 hours of Service request. The first attempted Service shall be attempted within 2 to 4 days of the receipt of legal documents. Two or more attempts will be made during the evening hours (evening hours shall be defined as those hours between 6 PM and 10 PM local time) and morning week day hours. If necessary, at least one attempt on the weekend, except when the process server's findings clearly document that the service address is at a place of business that is closed during these hours. All attempts shall be completed within 10 business days.</p>	
Basic (24 Hour Rush)	\$
<p>Basic 24-Hour Rush Service shall include a minimum of four (4) attempts to deliver the legal documents to the subject identified by the OAG. Service request will be acknowledged upon receipt and the first attempt shall be made within 24 hours. Two or more attempts will be made during the evening hours (evening hours shall be defined as those hours between 6 PM and 10 PM local time). If necessary, at least one attempt on the weekend, except when the process server's findings clearly document that the service address is at a place of business that is closed during these hours. All attempts shall be completed within 10 business days.</p>	
Basic (48 Hour Rush)	\$
<p>Basic 48-Hour Rush Service shall include a minimum of four (4) attempts to deliver the legal documents to the subject identified by the OAG. Service request will be acknowledged upon receipt and the first attempt shall be made within 48 hours. Two or more attempts will be made during the evening hours (evening hours shall be defined as those hours between 6 PM and 10 PM local time) and morning week day hours. If necessary, at least one attempt on the weekend, except when the process server's findings clearly document that the service address is at a place of business that is closed during these hours. All attempts shall be completed within 10 business days.</p>	
Basic Plus (24 Hour Rush)	\$

Service Type	Fee for Service
<p>Basic Plus 24-Hour Rush Service shall include a minimum of six (6) attempts to deliver the legal documents to the subject identified by the OAG. Service request shall be acknowledged upon receipt and the first attempt shall be made within 24 hours. Two or more attempts will be made during the evening hours (evening hours shall be defined as those hours between 6 PM and 10 PM local time) and morning week day hours. If necessary, at least one attempt on the weekend, except when the process server's findings clearly document that the Service address is at a place of business that is closed during these hours. All attempts shall be completed within 10 business days.</p>	
<p>Basic Plus (48 Hour Rush)</p>	<p>\$</p>
<p>Basic Plus 48-Hour Rush Service shall include a minimum of six (6) attempts to deliver the legal documents to the subject identified by the OAG. Service request shall be acknowledged upon receipt and the first attempt shall be made within 48 hours. Two or more attempts will be made during the evening hours (evening hours shall be defined as those hours between 6 PM and 10 PM local time) and morning week day hours. If necessary, at least one attempt on the weekend, except when the process server's findings clearly document that the service address is at a place of business that is closed during these hours. All attempts shall be completed within 10 business days.</p>	
<p>Legal Documentation Preparation</p>	<p>\$</p>
<p>Upon request of the OAG, vendor will prepare legal documents, including but not limited to trial and witness subpoenas and Due Diligence Affidavits, and Affidavits for Citations by Publications (Rule 109 TRCP).</p>	
<p>Rule 106 Affidavit for Substitute Service</p>	<p>\$</p>
<p>Substitute methods of Service, specifically any method other than in-person service, meeting the requirements of Rule 106 of the Texas Rules of Civil Procedure, may only be made with the express written permission of the specific OAG division/unit requesting the service. The Respondent will submit the appropriate affidavit and request for substitute service to the OAG. Requests by Respondent for substitute Service shall be to the specific OAG division/unit who will originate the motion, order, and other related service documents. Posting on the subject's door or serving an individual over the age of sixteen will not be acceptable without a written request, order, and supporting documentation from the OAG. The OAG will make the final determination on whether a request for substitute service is legally sufficient. Substitute service shall not be requested on subpoenas.</p>	

Appendix A

Texas Department of Transportation's (TxDOT) Highway Districts

<https://comptroller.texas.gov/help/vendor/highway-districts.php>



Highway District Number	Counties
District 01	Delta, Fannin, Franklin, Grayson, Hopkins, Hunt, Lamar, Rains, Red River
District 02	Erath, Hood, Jack, Johnson, Palo Pinto, Parker, Somervell, Tarrant, Wise
District 03	Archer, Baylor, Clay, Cooke, Montague, Throckmorton, Wichita, Wilbarger, Young
District 04	Armstrong, Carson, Dallam, Deaf Smith, Gray, Hansford, Hartley, Hemphill, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, Potter, Randall, Roberts, Sherman
District 05	Bailey, Castro, Cochran, Crosby, Dawson, Floyd, Gaines, Garza, Hale, Hockley, Lamb, Lubbock, Lynn, Parmer, Swisher, Terry, Yoakum
District 06	Andrews, Crane, Ector, Loving, Martin, Midland, Pecos, Reeves, Terrell, Upton, Ward, Winkler
District 07	Coke, Concho, Crockett, Edwards, Glasscock, Irion, Kimble, Menard, Reagan, Real, Runnels, Schleicher, Sterling, Sutton, Tom Green
District 08	Borden, Callahan, Fisher, Haskell, Howard, Jones, Kent, Mitchell, Nolan, Scurry, Shackelford, Stonewall, Taylor
District 09	Bell, Bosque, Coryell, Falls, Hamilton, Hill, Limestone, McLennan
District 10	Anderson, Cherokee, Gregg, Henderson, Rusk, Smith, Van Zandt, Wood
District 11	Angelina, Houston, Nacogdoches, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity
District 12	Brazoria, Fort Bend, Galveston, Harris, Montgomery, Waller

District 13	Austin, Calhoun, Colorado, De Witt, Fayette, Gonzales, Jackson, Lavaca, Matagorda, Victoria, Wharton
District 14	Bastrop, Blanco, Burnet, Caldwell, Gillespie, Hays, Lee, Llano, Mason, Travis, Williamson
District 15	Atacosa, Bandera, Bexar, Comal, Frio, Guadalupe, Kendall, Kerr, McMullen, Medina, Uvalde, Wilson
District 16	Aransas, Bee, Goliad, Jim Wells, Karnes, Kleberg, Live Oak, Nueces, Refugio, San Patricio
District 17	Brazos, Burleson, Freestone, Grimes, Leon, Madison, Milam, Robertson, Walker, Washington
District 18	Collin, Dallas, Denton, Ellis, Kaufman, Navarro, Rockwall
District 19	Bowie, Camp, Cass, Harrison, Marion, Morris, Panola, Titus, Upshur
District 20	Chambers, Hardin, Jasper, Jefferson, Liberty, Newton, Orange, Tyler
District 21	Brooks, Cameron, Hidalgo, Jim Hogg, Kenedy, Starr, Willacy, Zapata
District 22	Dimmit, Duval, Kinney, La Salle, Maverick, Val Verde, Webb, Zavala
District 23	Brown, Coleman, Comanche, Eastland, Lampasas, McCulloch, Mills, San Saba, Stephens
District 24	Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Presidio
District 25	Briscoe, Childress, Collingsworth, Cottle, Dickens, Donley, Foard, Hall, Hardeman, King, Knox, Motley, Wheeler



Assisted Notes

Value added services include:

TRCP _____ authorizes who can serve STATE process.

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Who are they?

FRCP _____ authorizes who can serve FEDERAL process.

- 1) _____
- 2) _____
- 3) _____

Who are they?

A process server has _____ main responsibilities.

Proper _____

Proper _____

Federal Court Structure

_____ Highest court in the land

_____ courts are trial level courts

The _____ court is the Court of General Jurisdiction.

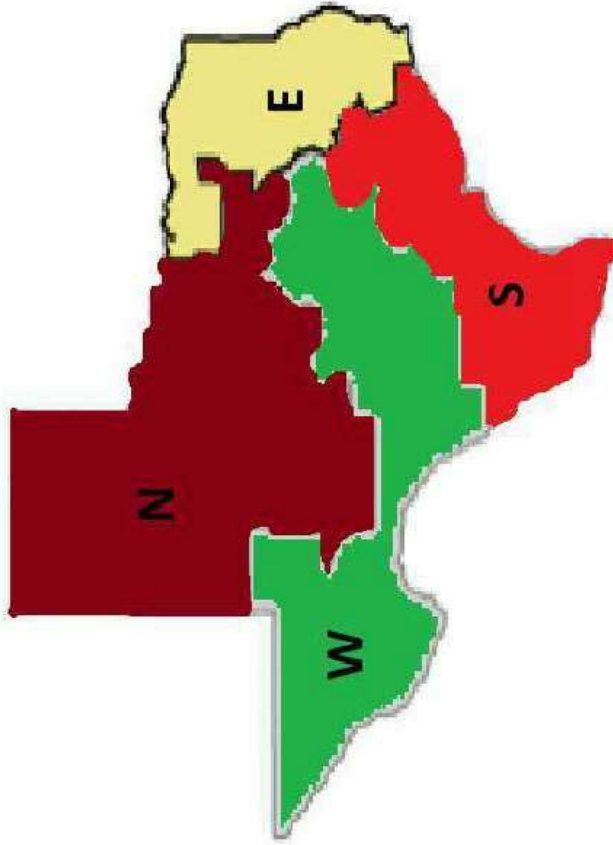
Texas Federal Courts

North: <http://www.txnd.uscourts.gov/>

Abilene
Amarillo
Dallas
Fort Worth
Lubbock
San Angelo
Wichita Falls

East: <http://www.txed.uscourts.gov/>

Beaumont
Lufkin
Marshall
Sherman
Texarkana
Tyler



West: <https://www.txwd.uscourts.gov/>

Alpine
Austin
DeI Rio
El Paso
Fort Hood
Midland / Odessa
Pecos
San Antonio
Waco

South: <http://www.txs.uscourts.gov/>

Brownsville
Corpus Christi
Galveston
Houston
Laredo
McAllen
Victoria

(Is There a Federal Court Near You?)

Court Structure of Texas

September 2023

State Highest Appellate Courts

State Intermediate Appellate Courts

Office of Court Administration

Administrative Judicial Regions

State Trial Courts of General and Special Jurisdiction

County Trial Courts of Limited Jurisdiction

Local Trial Courts of Limited Jurisdiction

Supreme Court
(1 Court – 9 Justices)

- Final appellate jurisdiction in civil and juvenile cases

Court of Criminal Appeals
(1 Court – 9 Judges)

- Final appellate jurisdiction in criminal cases

Civil Appeals

Criminal Appeals

Courts of Appeals
(14 Courts – 80 Justices)

- Regional jurisdiction
- Intermediate appeals from trial courts in their respective courts of appeals districts

District Courts
(496 Courts – 496 Judges)

- Original jurisdiction in civil actions over \$200, divorce, title to land, contested elections
- Original jurisdiction in felony criminal matters
- Juvenile matters
- 13 district courts are designated *criminal district courts*; some others are directed to give preference to certain specialized areas
- 399 districts containing one county and 97 districts containing more than one county

Appeals of Death Sentences

County-Level Courts
(537 Courts – 537 Judges)

Constitutional County Courts (254) (1 in each county)	Statutory County Courts (261) (in 91 counties plus 2 multi-county courts covering 6 counties)	Statutory Probate Courts (22) (in 11 counties)
<ul style="list-style-type: none"> Original jurisdiction in civil actions between \$200 and \$20,000 Probate, mental health and guardianship (contested matters may be transferred to District Court) Exclusive original jurisdiction over misdemeanors with fines greater than \$500 or jail sentence Juvenile matters Appeals <i>de novo</i> from lower courts or on the record from municipal courts of record 	<ul style="list-style-type: none"> All civil, criminal, original and appellate actions prescribed by law for constitutional county courts In addition, jurisdiction over civil matters between \$200 and \$250,000 (some courts may have higher maximum jurisdiction amount) 	<ul style="list-style-type: none"> Limited primarily to probate, mental health and guardianship matters

Justice Courts¹
(797 Courts – 798 Judges)

- Civil actions of not more than \$20,000
- Small claims
- Evictions
- Criminal misdemeanors punishable by fine only (no confinement)
- Magistrate functions

Municipal Courts¹
(952 Courts – 1,270 Judges²)

- Criminal misdemeanors punishable by fine only (no confinement)
- Exclusive original jurisdiction over municipal ordinance criminal cases³
- Limited civil jurisdiction
- Magistrate functions

1. All justice courts and most municipal courts are not courts of record. Appeals from these courts are by trial *de novo* in the county-level courts, and in some instances in the district courts.
 2. Some municipal courts are courts of record—appeals from the courts are taken on the record to the county-level courts. As of May 2023, 205 courts indicated that they were a court of record; a list is posted at <http://www.txcourts.gov/about-texas-courts.aspx>.
 3. An offense that arises under a municipal ordinance is punishable by a fine not to exceed: (1) \$2,000 for ordinances that govern fire safety, zoning, and public health, (2) \$4,000 for dumping of refuse or (3) \$500 for all others.

Your Local Courts

Home County: _____

Important Addresses

District Clerk: _____

County Court at Law: _____

Probate Court: _____

Recording Office: _____

Federal Court: _____

Region 1

JP Court: Number of Precincts _____

Contsable Rate

Citation _____

TRO _____

WRIT _____

Adjacent County: _____

Important Addresses

District Clerk: _____

County Court at Law: _____

Probate Court: _____

Region 2

Recording Office: _____

Federal Court: _____

JP Court: Number of Precincts _____

Contsable Rate

Citation _____

TRO _____

WRIT _____

Adjacent County: _____

Important Addresses

District Clerk: _____

County Court at Law: _____

Region 3

Probate Court: _____

Recording Office: _____

Federal Court: _____

JP Court: Number of Precincts _____

Contsable Rate

Citation _____

TRO _____

WRIT _____

CASE/CAUSE NUMBER

CASE STYLING

§
§
§

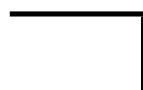
COURT TYPE
COURT NUMBER
COUNTY, STATE

HEADING

LANGUAGE

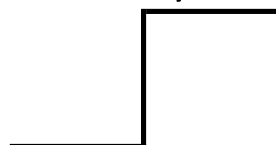
Common Case Stylings

IN THE MATTER OF
THE MARRIAGE OF

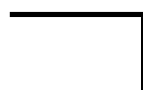


Family - Marriage

PETITIONER
AND
RESPONDENT



IN THE INTEREST OF

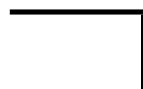


Family - Child

I.R.B.,
A CHILD



PLAINTIFF



Civil

V.

DEFENDANT



Common Court Types

IN THE **JUSTICE** COURT
IN THE **DISTRICT** COURT
IN THE **COUNTY** COURT
IN THE **PROBATE** COURT

Common Court Numbering

JUSTICE

PRECINCT 1 PLACE 3
PRECINCT 3 PLACE 1

DISTRICT

302ND JUDICIAL DISTRICT
199TH JUDICIAL DISTRICT

COUNTY

AT LAW NO. 1
AT LAW NO. 5

PROBATE

NO. 1
NO. 3

CASE/CAUSE NUMBER

CASE STYLING § **COURT TYPE**
 § **COURT NUMBER**
 § **COUNTY, STATE**

HEADING

LANGUAGE

- 1) Attorney files Original Petition for Divorce in the The Matter of The Marriage of Bruce and Kate Genner. The Collin County District Clerk issues cause number 199-01953-2016

_____ § _____

_____ § _____

_____ § _____

_____ § _____

AND § _____

_____ § _____

LANGUAGE

- 2) Jim Bosh files Plaintiff's Original Petition in CC-16-03567-B in his suit assigned to at Law No 2. He then requests that the Dallas County Clerk issues citation to the defendant Jason Brown.

_____ § _____

Plaintiff(s) § _____

v. § _____

_____ § _____

Defendant(s) § _____

LANGUAGE

Process Association

Process is _____

Every Process should only be attached to _____ support document.

A **Citation** is also called a _____.

A _____ initiates a courts jurisdiction.

Support documents normally include:

- 1) _____
- 2) _____
- 3) _____

A **Notice** is also called a _____.

A _____ gives the respondent the date, time, and location of a hearing before the court.

- 1) _____
- 2) _____
- 3) _____

A _____ is commonly referred to as a TRO.

A _____ temporarily prohibits the respondent from committing a particular act.

Most county constables charge a _____ to serve TRO's

TRO's must be set for hearing within _____ days.

A _____ is generally used to take either people or property.

An eviction is a form of _____.

Can we serve Writs? _____

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Should we serve Writs? _____

A _____ is another form of court order that must be served promptly on the respondent.

Sec. 30.05. CRIMINAL TRESPASS. (a) A person commits an offense if the person enters or remains on or in property of another, including residential land, agricultural land, a recreational vehicle park, a building, a general residential operation operating as a residential treatment center, or an aircraft or other vehicle, without effective consent and the person:

- (1) had notice that the entry was forbidden; or
- (2) received notice to depart but failed to do so.

(b) For purposes of this section:

- (1) "Entry" means the intrusion of the entire body.
- (2) "Notice" means:

(A) oral or written communication by the owner or someone with apparent authority to act for the owner;

(B) fencing or other enclosure obviously designed to exclude intruders or to contain livestock;

(C) a sign or signs posted on the property or at the entrance to the building, reasonably likely to come to the attention of intruders, indicating that entry is forbidden;

(D) the placement of identifying purple paint marks on trees or posts on the property, provided that the marks are:

(i) vertical lines of not less than eight inches in length and not less than one inch in width;

(ii) placed so that the bottom of the mark is not less than three feet from the ground or more than five feet from the ground; and

(iii) placed at locations that are readily visible to any person approaching the property and no more than:

(a) 100 feet apart on forest land; or

(b) 1,000 feet apart on land other than forest land; or

(E) the visible presence on the property of a crop grown for human consumption that is under cultivation, in the process of being harvested, or marketable if harvested at the time of entry.

(e) It is a defense to prosecution under this section that the actor at the time of the offense was:

(1) a firefighter or emergency medical services personnel, as defined by Section [773.003](#), Health and Safety Code, acting in the lawful discharge of an official duty under exigent circumstances;

(2) a person who was:

(A) an employee or agent of:

(i) an electric utility, as defined by Section [31.002](#), Utilities Code;

(ii) a telecommunications provider, as defined by Section [51.002](#), Utilities Code;

(iii) a video service provider or cable service provider, as defined by Section [66.002](#), Utilities Code;

(iv) a gas utility, as defined by Section [101.003](#), Utilities Code, which for the purposes of this subsection includes a municipally owned utility as defined by that section;

(v) a gas utility, as defined by Section [121.001](#), Utilities Code;

(vi) a pipeline used for the transportation or sale of oil, gas, or related products; or

(vii) an electric cooperative or municipally owned utility, as defined by Section [11.003](#), Utilities Code; and

(B) performing a duty within the scope of that employment or agency; or

(3) a person who was:

(A) employed by or acting as agent for an entity that had, or that the person reasonably believed had, effective consent or authorization provided by law to enter the property; and

(B) performing a duty within the scope of that employment or agency.

RULE 103. WHO MAY SERVE

Process including citation and other notices, writs, orders, and other papers issued by the Court may be served anywhere by:

- (1) any sheriff or constable or other person authorized by law,
- (2) any person authorized by law or by written order of the court who is not less than eighteen years of age, or
- (3) any person certified under order of the Supreme Court. Service by registered or certified mail and citation by publication must, if requested, be made by the clerk of the court in which the case is pending. But no person who is a party to or interested in the outcome of a suit may serve any process in that suit, and, unless otherwise authorized by a written court order, only a sheriff or constable may serve a citation in an action of forcible entry and detainer, a writ that requires the actual taking of possession of a person, property or thing, or process requiring that an enforcement action be physically enforced by the person delivery the process. The order authorizing a person to serve process may be made without written motion and no fee may be imposed for issuance of such order.

RULE 105. DUTY OF OFFICER OR PERSON RECEIVING

The officer or authorized person to whom process is delivered shall endorse thereon the day and hour on which he received it, and shall execute and return the same without delay.

RULE 106. METHOD OF SERVICE

(a) Unless the citation or court order otherwise directs, the citation must be served by:

(1) delivering to the defendant, in person, a copy of the citation, showing the delivery date, and of the petition; or

(2) mailing to the defendant by registered or certified mail, return receipt requested, a copy of the citation and of the petition.

(b) Upon motion supported by a statement—sworn to before a notary or made under penalty of perjury—listing any location where the defendant can probably be found and stating specifically the facts showing that service has been attempted under (a)(1) or (a)(2) at the location named in the statement but has not been successful, the court may authorize service:

(1) by leaving a copy of the citation and of the petition with anyone older than sixteen at the location specified in the statement; or

(2) in any other manner, including electronically by social media, email, or other technology, that the statement or other evidence shows will be reasonably effective to give the defendant notice of the suit.

HOW TO SERVE

A diligent process server understands that people react to being served in many different ways. We are charged with the duty of effectively executing service as efficiently and as safely as possible using both discretion and tact.

Certified Process Servers must also understand that we are not the Police. We are not even officers of the Court. We are only persons authorized by the Texas Supreme Court to execute delivery of court documents and attest to the delivery of those documents before the court.

APPROACH

Although no two serves will be the same, a diligent process server will utilize a general service approach to help ensure safety and the proper execution of service.

- 1) Remember – WE ARE NOT THE POLICE
- 2) Be aware of surroundings
- 3) Be as discrete as the service affords
- 4) Don't take respondent reactions personally
- 5) Be personable
- 6) Show empathy, but do not become attached to the case
- 7) Avoid Conflict
- 8) Do Not Linger
- 9) Promptly file return of service

OFFICE HOURS

A Diligent Process Server's job can be quite complicated. There are no set hours of operation. Our primary duty is to make ourselves available to

execute delivery of the legal documents entrusted into our care. Every situation is different. Respondents may work and we have to make the delivery before or after hours. The respondent may not work and we can make the delivery in the middle of the day. Many business have varying hours of operation, and we must remain flexible in our approach.

Courts are generally open M-F 8AM- 5PM, some may have 7:30AM – 4:30PM hours. **Successful Process Servers are diligent and put in the time required to become proficient at their craft.**

Saturday Mornings tend to be one of the best times catch people at home. No serve may be executed on Sunday, unless authorized by the presiding judge.

In addition to the time spent obtaining and executing service instruments, Diligent Process Servers must allot time for the completion of returns, affidavits, billing and even locator services. As your work load increases, the total amount of time committed to these backend processes should also increase.

APPEARANCE

At Court House

All court rooms have established rules regarding the attire of those appearing before the court. Traditional Court Room Decorum maintains that cell phones be tuned off, and that no shorts, no hats, no halter tops, tank tops or excessively revealing clothing be worn.

The legal industry is a highly judgmental and opinionated field. First impressions of a person's ability are often made solely off of that person's appearance and how they carry themselves. Therefore, a Process Service Professional should portray himself as such when in the court house. Business casual attire at the court house best suits our field when at the courthouse.

Serves may often be coordinated at the courthouse. However, serves are not generally made inside the court room, unless otherwise directed by the presiding judge.

In the Field

While in the field, a more casual yet uniformed appearance is more commonly accepted for service to individuals at their homes. Execution of service to homes and businesses are generally better received when the Process Server appears as delivery person.

DOCUMENT PRODUCTION

Service instrument, such as Citations, Notices, Temporary Restraining Orders (TRO's), Writs and Subpoenas may be retrieved in several different ways:

- 1) Original documents may be picked up from the issuing court's document production desk.
- 2) Documents may be picked up from attorney or client.
- 3) Service instruments eFiled may be eServed or retrieved via email or by another electronic means including downloading from the county's website, if allowed.

Citations initiate a court's jurisdiction over a particular matter. Petitions and Motions are usually the source documents attached to a citation.

Notices give the respondent legal notification of Date, Time, and Location of Hearing scheduled to be held before the court. Notices are usually accompanied by court FIAT or ORDER TO APPEAR.

Temporary Restraining Orders (TROs) are issued to prohibit the respondent from committing a particular act. TROs are only valid for a period of 14 days unless extended by Order. TROs are usually accompanied by an ORDER TO APPEAR set within the 14 day period.

Subpoenas are issued by a party of vested interest requesting testimony and/ or documents from witnesses and/ or experts.

Writs are formal orders under seal, issued in the name of a sovereign, government, court, or other competent authority, enjoining the officer or other person to whom it is issued or addressed to do or refrain from some specified act.

TIMELY SERVICE

The ability to quickly execute service is one of the great benefits of using a Certified Process Server as opposed to the constable of that county.

There are no hard set mandates as to when a process server must make his/her initial attempt. The National Association of Private Process Servers (NAPPS) adopted at its Houston 1984 National Convention specific definitions for certain words regarding service of process.

DO TODAY means the paper is to be attempted the same day it is received.

RUSH means the paper must be attempted within 48 hours.

ROUTINE means the paper must have a first attempt within 4 days.

Diligent Process Servers, as a general rule of thumb and courtesy to our clients, perform the initial attempt of service within the first 24-48 hours of acceptance unless otherwise discussed with client.

Holding on to a paper increases the likelihood of that paper falling through the cracks and even being forgotten about as your case load increases.

Service must be diligently executed in a timely manner. No action can be taken on pending litigation without delivery and return of service documents. Cases without execution of service may be dismissed. (TRPC 124)

PRE-SERVE INFORMATION

Obtaining adequate Preserve Information is a vital component of efficient process service. While some clients may readily supply service intel, it is the responsibility of a diligent process server to obtain as much information about a serve as possible.

Basic information such as name and address are generally given with every serve. Descriptive information such as age, type of vehicle and even a picture may help to verify someone, who may be avoiding service. Alternate service addresses including work and relatives may help serve attempts become more fruitful. Client and respondent telephone numbers can be very helpful as well.

PROPER NOTICE

Unless otherwise stated within a Temporary Restraining Order, proper notice is 3 day notice not including the date of delivery and the date of the scheduled proceeding.

RETURN OF SERVICE

SPSC 16-28

TRCP 107

Each court produces its own citation and return. The styles and formats are vast, but the information sought is uniform. Every officer or authorized person executing the citation must complete a return of service. The return may, but need not, be endorsed on or attached to the citation.

The return, together with any documents to which it is attached, must include the following information:

- (1) the cause number and case name;
- (2) the court in which the case is filed;
- (3) a description of what was served;
- (4) the date and time the process was received for service;
- (5) the person or entity served;
- (6) the address served;
- (7) the date of service or attempted service;
- (8) the manner of delivery of service or attempted service;
- (9) the name of the person who served or attempted to serve the process;
- (10) if the person named in (9) is a process server certified under order of the Supreme Court, his or her identification number and the expiration date of his or her certification; and
- (11) any other information required by rule or law.

When the citation was served by registered or certified mail as authorized by Rule 106, the return by the officer or authorized person must also contain the return receipt with the addressee's signature.

When the officer or authorized person has not served the citation, the return shall show the diligence used by the officer or authorized person to execute the same and the cause of failure to execute it, and where the defendant is to be found, if ascertainable.

The officer or authorized person who serves or attempts to serve a citation must sign the return. **If the return is signed by a person other than a sheriff, constable, or the clerk of the court, the return must either be verified or be signed under penalty of perjury.**

A return signed under penalty of perjury must contain the statement below in substantially the following form:

“My name is **(PROCESS SERVER NAME)**, my date of birth is **(DOB)**, and my address is **(ADDRESS LISTED ON SEC OF ST WEBSITE)**. I declare under the penalty of perjury that the foregoing is true and correct. Executed in **(COUNTY OF CERTIFICATION)** County, State of **TX**, on the **15th** day of **January, 2015.**”

When a citation is executed by an alternative method as authorized by Rule 106, proof of service shall be made in the manner ordered by the court.

The return and any document to which it is attached must be filed with the court and may be filed electronically or by facsimile, if those methods of filing are available.

TIMELY RETURN

TRCP RULE 107, 124

No default judgment shall be granted in any cause until proof of service as provided by this rule or by Rules 108 or 108a, or as ordered by the court in the event citation is executed by an alternative method under Rule 106, shall have been on file with the clerk of the court ten days, exclusive of the day of filing and the day of judgment.

ANSWER IS APPEARANCE

TRCP RULE 121

An answer shall constitute an appearance of the defendant so as to dispense with the necessity for the issuance or service of citation upon him.

MORAL TURPITUDE

A Process Servers integrity is his or her most valuable asset. The judicial system relies heavily on the fact that its personnel act justly, honestly, and fairly. **Crimes of Moral Turpitude** are vile, shameful, acts displaying a baseness of character a depravity in the private and social duties which a man owes to his fellowmen, or to society in general, contrary to the accepted and customary rule of right and duty between man and man.

These crimes include:

- 1) Fraud

CASE/CAUSE NUMBER

CASE STYLING

§
§
§

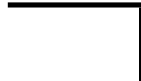
COURT TYPE
COURT NUMBER
COUNTY, STATE

HEADING

LANGUAGE

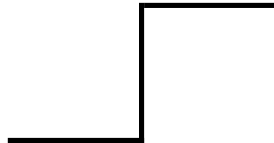
Common Case Stylings

IN THE MATTER OF
THE MARRIAGE OF



Family - Marriage

PLAINTIFF
AND
RESPONDENT



IN THE INTEREST OF



Family - Child

I.R.B.,
A CHILD



PLAINTIFF



Civil

V.

DEFENDANT



Common Court Types

IN THE **JUSTICE** COURT
IN THE **DISTRICT** COURT
IN THE **COUNTY** COURT
IN THE **PROBATE** COURT

Common Court Numbering

JUSTICE

PRECINCT 1 PLACE 3
PRECINCT 3 PLACE 1

DISTRICT

302ND JUDICIAL DISTRICT
199TH JUDICIAL DISTRICT

COUNTY

AT LAW NO. 1
AT LAW NO. 5

PROBATE

NO. 1
NO. 3

CASE/CAUSE NUMBER

§ **COURT TYPE**

CASE STYLING § **COURT NUMBER**

§ **COUNTY, STATE**

RETURN OF SERVICE (PROCESS)
(RESPONDENT)

Came to hand on the **(Day) day of (Month), (Year)**, at **(HOUR) o'clock (AM/P.M.)** Executed at **(ADDRESS, CITY, STATE, ZIP)**, within the County of **(COUNTY)** at **(HOUR) o'clock (AM/P.M.)** on the **(Day) day of (Month), (Year)**, by delivering to the within named **(RESPONDENT) (MANNER OF SERVICE)** a true copy of **(PROCESS)** together with the accompanying copy of this **(SUPPORT DOC)** pleading, having first endorsed on the same date of delivery. To certify which witness my hand.

AFFIANT

(PROCESS SERVER NAME) PSC # XXXXX EXP MM/DD/YYYY

(SERVICE COUNTY), Texas

My name is **(PROCESS SERVER NAME)**, my date of birth is **(DOB)**, and my address is **(ADDRESS LISTED ON SEC OF ST WEBSITE)**. I declare under the penalty of perjury that the foregoing is true and correct. Executed in **(COUNTY OF CERTIFICATION)** County, State of **TX**, on the **(Day) day of (Month), (Year)**.

Fee \$ _____

_____ § _____
_____ § _____
_____ § _____

Came to hand on the ____ day of _____, 20__, at ____ o'clock (AM/P.M.) Executed at _____, TX _____, within the County of _____ at ____ o'clock (AM/P.M.) on the ____ day of _____, 20__ by delivering to the within named _____ in person a true copy of _____ together with the accompanying copy of this _____ pleading, having first endorsed on the same date of delivery. To certify which witness my hand.

AFFIANT
PSC # _____ EXP _____
_____, Texas

My name is _____ my date of birth is _____, and my address is _____.
I declare under the penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20__.

Fee \$ _____

_____ § _____
_____ § _____
_____ § _____

Came to hand on the ____ day of _____, 20__, at ____ o'clock (AM/P.M.) Executed at _____, TX _____, within the County of _____ at ____ o'clock (AM/P.M.) on the ____ day of _____, 20__ by delivering to the within named _____ in person a true copy of _____ together with the accompanying copy of this _____ pleading, having first endorsed on the same date of delivery. To certify which witness my hand.

AFFIANT
PSC # _____ EXP _____
_____, Texas

My name is _____ my date of birth is _____, and my address is _____.
I declare under the penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20__.

Fee \$ _____

_____ § _____
_____ § _____
_____ § _____

Came to hand on the ____ day of _____, 20__, at ____ o'clock (AM/P.M.) Executed at _____, TX _____, within the County of _____ at ____ o'clock (AM/P.M.) on the ____ day of _____, 20__ by delivering to the within named _____ in person a true copy of _____ together with the accompanying copy of this _____ pleading, having first endorsed on the same date of delivery. To certify which witness my hand.

AFFIANT
PSC # _____ EXP _____
_____, Texas

My name is _____ my date of birth is _____, and my address is _____.
I declare under the penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20__.

Fee \$ _____

CAUSE NO. JS18-00017N

KRAG MIDWAY MILLS LLC

§
§
§
§
§
§
§

IN THE JUSTICE COURT

Plaintiffs,

VS.

PRECINCT 3 PLACE 2

BENJAMIN CHRISHOD HINES

Defendant.

DALLAS COUNTY, TEXAS

RETURN OF SERVICE CITATION
BENJAMIN CHRISHOD HINES

"The following came to hand on Jan 18, 2018, 4:00 pm,

CITATION, SMALL CLAIMS PETITION,

and was executed at 4808 HAVERWOOD LN 235, DALLAS, TX 75287 within the county of DALLAS at 04:56 PM on Thu, Jan 18 2018, by delivering a true copy to the within named

BENJAMIN CHRISHOD HINES

in person, having first endorsed the date of delivery on same.

I am a person over eighteen (18) years of age and I am competent to make this affidavit. I am a resident of the State of Texas. I am familiar with the Texas Rules of Civil Procedure as they apply to service of Process. I am not a party to this suit nor related or affiliated with any herein, and have no interest in the outcome of the suit. I have never been convicted of a felony or of a misdemeanor involving moral turpitude. I have personal knowledge of the facts stated herein and they are true and correct."

My name is David L. LaFlore, IV, my date of birth is 03/04/1981, and my address is PO BOX 225460 Dallas, TX 75222. I declare under penalty of perjury that the foregoing is true and correct.

Executed in DALLAS County, State of TX, on January 23, 2018.



David L. LaFlore, IV
5812 EXP 09/30/2018

CAUSE NO. 366-52533-2011

IN THE INTEREST OF

§
§
§
§
§
§
§

IN DISTRICT THE COURT

W.C.K, AND T.G.S.,

366TH JUDICIAL DISTRICT

CHILDREN

COLLIN COUNTY, TEXAS

RETURN OF SERVICE NOTICE
HAILEY SECHRIST

"The following came to hand on Aug 3, 2017, 12:00 pm,

NOTICE, NOTICE OF HEARING FOR TEMPORARY ORDERS,

and was executed at 212 Brunswick Lane, Mesquite, TX 75149 within the county of DALLAS at 09:00 AM on Mon, Aug 07 2017, by delivering a true copy to the within named

HAILEY SECHRIST

in person, having first endorsed the date of delivery on same.

I am a person over eighteen (18) years of age and I am competent to make this affidavit. I am a resident of the State of Texas. I am familiar with the Texas Rules of Civil Procedure as they apply to service of Process. I am not a party to this suit nor related or affiliated with any herein, and have no interest in the outcome of the suit. I have never been convicted of a felony or of a misdemeanor involving moral turpitude. I have personal knowledge of the facts stated herein and they are true and correct."

My name is David L. LaFlore, IV, my date of birth is 03/04/1981, and my address is PO BOX 225460, Dallas, TX 75222. I declare under penalty of perjury that the foregoing is true and correct.

Executed in DALLAS County, State of TX, on August 08, 2017.



David L. LaFlore, IV
5812 EXP 09/30/2018

CAUSE NO. DF-13-17705

IN THE INTEREST OF

§
§
§
§
§
§

IN THE DISTRICT COURT

A.S.M.

302ND JUDICIAL DISTRICT

A CHILD

DALLAS COUNTY, TEXAS

RETURN OF SERVICE SUBPOENA DUCES TECUM
JAMES HARRISON, CUSTODIAN OF THE RECORDS MESQUITE POLICE DEPARTMENT

"The following came to hand on Nov 28, 2017, 6:30 pm,

SUBPOENA DUCES TECUM,

and was executed at 777 N Galloway Ave, Mesquite, TX 75149 within the county of Dallas at 10:30 AM on Wed, Nov 29 2017, by delivering a true copy to the within named

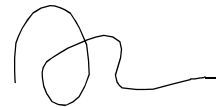
JAMES HARRISON, CUSTODIAN OF THE RECORDS MESQUITE POLICE DEPARTMENT

in person, having first endorsed the date of delivery on same with the \$11 witness tender.

I am a person over eighteen (18) years of age and I am competent to make this affidavit. I am a resident of the State of Texas. I am familiar with the Texas Rules of Civil Procedure as they apply to service of Process. I am not a party to this suit nor related or affiliated with any herein, and have no interest in the outcome of the suit. I have never been convicted of a felony or of a misdemeanor involving moral turpitude. I have personal knowledge of the facts stated herein and they are true and correct."

My name is David L. LaFlore, IV, my date of birth is 03/04/1981, and my address is PO BOX 225460, Dallas, TX 75222. I declare under penalty of perjury that the foregoing is true and correct.

Executed in Dallas County, State of TX, on November 30, 2017.



David L. LaFlore, IV
5812 EXP 09/30/2018

**RETURN OF SERVICE
SERVICE ON INDIVIDUAL DEFENDANT, IN PERSON**

Case Number: _____

Cause Number: _____ Court: _____ of _____ County, Texas

1. **Date & Time of Receipt**
of Specified Documents by
process server: _____, 20 ____ at _____ .m.

2. **Date & Time of Delivery**
of Specified Documents
to Defendant: _____, 20 ____ at _____ .m.

3. **Defendant:** _____

4. **Stated Address:**
(Place of delivery) _____

5. **Specified Documents:** a true copy of the citation with date of delivery endorsed thereon with a copy of Plaintiff's Original Petition attached thereto.

6. **Method of Service:** By delivering to Defendant, in person, at the Stated Address.

I am certified under order of Texas Supreme Court to serve process, including citations in Texas. I am not a party to or interested in the outcome of this suit. My identification number and certification expiration date appear below. I received and delivered the Specified Documents to Defendant as stated above. All statements made herein are true. This return is verified or is signed under penalty of perjury.

Signature: _____ **[Complete if signed before a Notary]**

Print Name: _____

Identification Number: _____

Certification Expires: _____

Signed and sworn to by the said _____ before me on _____, 20 ____ to certify which witness my hand and seal of office.

Notary Public for the State of Texas

[Complete if not signed before a Notary]

My full name is: _____ My date of birth is: _____.

My address is: _____; zip code _____; United States.

My server identification number: _____. My certification expires: _____.

I declare under penalty of perjury that the foregoing, including the Return of Service, is true and correct.

Executed in _____, County, Texas, U.S.A., on _____ (date).

Declarant (signature)

End of Return. The following does not constitute part of the return:

- 1) For service on individual Defendant, in person.
- 2) Line 4, Stated Address, including apartment or room number, if any
- 3) Please confirm all "form" statements are accurate, and that all inserted information is accurate.

**RETURN OF SERVICE
SERVICE ON REGISTERED AGENT, AN INDIVIDUAL**

Case Number: _____

Cause Number: _____ Court: _____ of _____ County, Texas

1. **Date & Time of Receipt**
of Specified Documents by
process server: _____, 20 ____ at _____ .m.

2. **Date & Time of Delivery**
of Specified Documents
to Defendant: _____, 20 ____ at _____ .m.

3. **Defendant:** _____

4. **Defendant's Registered Agent:** _____

5. **Stated Address:**
(Place of delivery) _____

6. **Specified Documents:** a true copy of the citation with date of delivery endorsed thereon with a copy of Plaintiff's Original Petition attached thereto.

7. **Method of Service:** By delivering to Defendant, in person, at the Stated Address.

I am certified under order of Texas Supreme Court to serve process, including citations in Texas. I am not a party to or interested in the outcome of this suit. My identification number and certification expiration date appear below. I received and delivered the Specified Documents to Defendant as stated above. All statements made herein are true. This return is verified or is signed under penalty of perjury.

Signature: _____ **[Complete if signed before a Notary]**

Print Name: _____

Identification Number: _____

Certification Expires: _____

Signed and sworn to by the said _____ before me on _____, 20 ____ to certify which witness my hand and seal of office.

Notary Public for the State of Texas

[Complete if not signed before a Notary]

My full name is: _____ My date of birth is: _____.

My address is: _____; zip code _____; United States.

My server identification number: _____. My certification expires: _____.

I declare under penalty of perjury that the foregoing, including the Return of Service, is true and correct.

Executed in _____, County, Texas, U.S.A., on _____ (date).

Declarant (signature)

End of Return. The following does not constitute part of the return:

- 1) For service on Registered Agent, in person.
- 2) Line 5, Stated Address, including apartment or room number, if any
- 3) Please confirm all "form" statements are accurate, and that all inserted information is accurate.

RET.RAIND/10.31.13

**RETURN OF SERVICE:
SERVICE ON REGISTERED AGENT ORGANIZATION**

Case Number: _____

Cause Number: _____ Court: _____ of _____ County, Texas

1. **Date & Time of Receipt**
of Specified Documents by
process server: _____, 20 ____ at _____ .m.
2. **Date & Time of Delivery**
of Specified Documents
to Defendant: _____, 20 ____ at _____ .m.
3. **Defendant:** _____
4. **Defendant's Registered Agent:** _____
5. **Defendant's Registered Office:** _____
6. **Stated Address:**
(Place of delivery) _____
7. **Specified Documents:** a true copy of the citation with date of delivery endorsed thereon with a copy of Plaintiff's Original Petition attached thereto.
8. **Method of Service:** By delivering to Defendant, in person, at the Stated Address.

I am certified under order of Texas Supreme Court to serve process, including citations in Texas. I am not a party to or interested in the outcome of this suit. My identification number and certification expiration date appear below. I received and delivered the Specified Documents to Defendant as stated above. All statements made herein are true. This return is verified or is signed under penalty of perjury.

Signature: _____ [Complete if signed before a Notary]
Print Name: _____
Identification Number: _____
Certification Expires: _____
Signed and sworn to by the said _____ before me on _____, 20 ____ to certify which
witness my hand and seal of office.

Notary Public for the State of Texas

[Complete if not signed before a Notary]

My full name is: _____ My date of birth is: _____
My address is: _____; zip code _____; United States.
My server identification number: _____ My certification expires: _____
I declare under penalty of perjury that the foregoing, including the Return of Service, is true and correct.
Executed in _____, County, Texas, U.S.A., on _____ (date).

Declarant (signature)

End of Return. The following does not constitute part of the return:
1) For service on registered agent organization at registered office. See Bus.Org.C.§5.201(d).
2) Line 5, Defendant's Registered Office, including suite or room number, if any.



Go To: www.eFile.txcourts.gov/OFSWEB

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