

Brazos County



300 E. 26<sup>th</sup> St., Suite 216  
Bryan TX 77803  
(979) 361-4230-4240

*Marc Hamlin*  
District Clerk

## ISSUANCE OF PROCESS INSTRUCTIONS

Cause Number: \_\_\_\_\_

Please issue the following type of process:

- Citation       Citation by Publication       Citation by Posting  
 Writ of Sequestration       Writ of Garnishment       Writ of Attachment  
 Subpoena-Civil       Subpoena-Criminal       Bill of Cost

Requesting Party's Name, Address and Phone Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Address of person to be served:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please check one:**

- Attorney/Runner will pick up (Put in Runners Box)  
 Process Server will pick up (Put in Runners Box)  
 Mail to Attorney's Office/Requesting Party  
 Forward to Sheriff's Office  
 Serve by Certified Mail

**The Brazos County District Clerk's Office cannot issue any process until the above information is provided and the correct fees have been paid.**