

Brazos County



300 E. 26<sup>th</sup> St., Suite 988  
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.**

IDENTIFYING DATA FOR SERVICE

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

Name: \_\_\_\_\_ Alias: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Employer: \_\_\_\_\_

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

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Other location or additional information/comments: \_\_\_\_\_  
\_\_\_\_\_

Age: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Other identifying information

(Scars, tattoos, unusual dress, etc.): \_\_\_\_\_

Auto Make:	Model:	Year:	Color:	State:	Lic. Plate:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____