



CTL Process & Document Services

A division of Central Texas Litigation Support Services, Inc.
7215 Bosque Blvd.
Waco, TX. 76710

Office: 254-399-9400
Fax: 254-399-9404
Email: process@ctlprocess.com

Company / Client Name: _____ Phone #: _____
Requested by: _____ Fax #: _____
Address: _____ Email: _____
City & Zip: _____ Reference # _____

SERVICE INFORMATION REQUESTED

Court: _____ Case#: _____

Documents to be Served:

- | | |
|--|--|
| <input type="checkbox"/> Citation | <input type="checkbox"/> Subpoena |
| <input type="checkbox"/> Precept (Show Cause) | <input type="checkbox"/> Deposition Subpoena |
| <input type="checkbox"/> Temporary Restraining Order (TRO) | <input type="checkbox"/> Duces Tecum |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Hearing Date (if known) _____ |
| <input type="checkbox"/> Federal Summons | |

Serve Only File then Serve Serve then File Witness Fees Required? Yes No

Email When Completed Call When Completed

Process Method Requested: Routine Rush Priority Specific date for service _____

Special Instructions:

PARTY TO BE SERVED:

Residence

Name: _____
Address: _____
City / Zip: _____
Phone: _____

Business / Employment Address

Business Name: _____
Address: _____
City / Zip: _____
Phone: _____

Additional Information (Military Base SS#'s Required for Service)

SSN: _____ D / O / B: _____ Driver's License # _____

Service fee includes a minimum of 4 attempts and 3 attempts outside of service area. Alternate / Additional addresses are subject to additional fees. In the event that our process server / agent is needed to appear in court in the referenced matter we require an hourly fee of \$75.00 and .50 per mile of travel. By utilizing our services you agree to these terms.