

CV-Certificate of Service (Service of Papers Other than Citation)

Instructions: Every notice, pleading, plea, motion, or request made to the court must be served on all other parties in person, by mail or courier, by fax, by e-mail with consent, or in another manner directed by the court. Pleadings and documents other than a citation may be served by a party to the suit, an attorney of record, a sheriff or constable, or any other person competent to testify. Proof of such service must be evidenced by a certificate of service signed by a party or the party's attorney of record, or signed and verified if the service is made by any other person, and attached to the document filed with the Court. **Rule 501.4**

CERTIFICATE OF SERVICE

I certify that this document was served on all parties to this lawsuit as follows:

Name of Document: _____

Method of Service (include information for each party to the lawsuit served with the document):

Personal Delivery:

Name of Party or Party's attorney of record or agent, if any: _____

Address : _____

Date delivered: _____

Person delivering document: _____

Mail or Courier:

Name of Party or Party's attorney of record or agent, if any: _____

Address : _____

Date mailed: _____ Certified Mail Receipt No.: _____

Courier: _____

Date of courier delivery: _____ Courier Receipt No.: _____

Fax

Name of Party or Party's attorney of record or agent, if any: _____

Date and time fax sent: _____ Fax number: _____

Email

Name of Party or Party's attorney of record or agent, if any: _____

Date and time email sent: _____ Email address: _____

Signed on _____.

Signature of Party or Party's Attorney of Record

Signed on _____.

Signature of Person Providing Notice

(VERIFICATION REQUIRED IF SERVICE IS BY A PERSON OTHER THAN A PARTY OR PARTY'S ATTORNEY)

I declare under penalty of perjury that the information in this Certificate of Service is true and correct.

Signed on _____ in _____, County, Texas.

Signature of Person Providing Notice

Printed Name: _____

Address: _____

Date of Birth: _____