

AMENDED JOINT ORDER OF THE DISTRICT COURTS  
AND COUNTY COURTS AT LAW OF  
MONTGOMERY COUNTY, TEXAS  
GOVERNING THE SERVICE OF PROCESS  
BY PRIVATE PROCESS SERVERS PURSUANT TO TEX. R. CIV. P. 103

This Order is entered for the purpose of establishing a uniform procedure for the application and approval of private process servers to serve civil process and criminal subpoenas issued in cases on file in the District Courts and County Courts at Law of Montgomery County, Texas.

IT IS ORDERED AS FOLLOWS:

1. All persons and all employees of other entities who desire to serve civil and criminal process issued by the District and County Clerks of Montgomery County, Texas, may obtain an application through the District Clerk's Office.
2. The form attached hereto as Exhibit A is approved by the Courts as a suitable form for such application. The District Clerk shall be the custodian of this Order and shall provide copies of this Order and forms to all individuals who desire to apply for permission to serve process.
3. The applicant shall deliver the completed application and required documents to the office of the Administrative Judge. The administrative Judge is granted the authority to approve or disapprove all service of process applications under this Order.
4. After reviewing of an application, the Administrative Judge will issue a written order approving or disapproving the application and notify the applicant of the approval or disapproval. If approved, applicant will obtain the application and order from the Administrative Judge and file the same with the District Clerk. Approval orders shall be valid and continue in full force and effect until revoked by the presiding Administrative Judge of Montgomery County. The written order(s) will be maintained by the District clerk. The District clerk will post in a conspicuous place in his/her office a list of approved process servers.
5. The form orders attached hereto as Exhibit B are approved for use by the Administrative Judge in granting or denying service of process applications. The form release attached hereto as Exhibit C is approved for use in verifying the information contained in the application.

6. Private process servers shall not be authorized to serve Writs of Attachment, Execution, Garnishment, Habeas Corpus or Sequestration.

SIGNED AND ENTERED on this the 1<sup>st</sup> day of October, 1998.

/S/ \_\_\_\_\_  
JUDGE LEE G. ALWORTH  
221<sup>st</sup> Judicial District

/S/ \_\_\_\_\_  
JUDGE JIM KEESHAN  
359<sup>th</sup> Judicial District

/S/ \_\_\_\_\_  
JUDGE OLEN UNDERWOOD  
284<sup>th</sup> Judicial District

/S/ \_\_\_\_\_  
JUDGE FRED EDWARDS  
9<sup>th</sup> Judicial District

/S/ \_\_\_\_\_  
JUDGE K. MICHAEL MAYES  
410<sup>th</sup> Judicial District

/S/ \_\_\_\_\_  
JUDGE MASON MARTIN  
County Court at Law No. 3

/S/ \_\_\_\_\_  
JUDGE SUZANNE STOVALL  
County Court at Law No. 1

/S/ \_\_\_\_\_  
JUDGE JERRY WINFREE  
County Court at Law No. 2