



OFFICE OF THE DISTRICT CLERK

Laura Perez-Reyes

974 East Harrison Street • Brownsville, TX 78520
(956) 544-0838 • (956) 544-0841 Facsimile

COVER LETTER REQUEST

DATE: _____
CAUSE NUMBER: _____
STYLE OF THE CASE: _____

VS

ENCLOSED FOR FILING, PLEASE FIND THE FOLLOWING:

- Plaintiff's Original Petition Plaintiff's _____ Amended Petition
- Defendant's Original Answer Defendant's _____ Amended Answer
- Our Firm Check in the Amount of _____
- Motion _____
- Order _____
- Judgment _____
- Jury Fee Request and Deposit _____
- Other _____

PLEASE INDICATE YOUR REQUEST BELOW:

- Request for Issuance of Writ of Withholding to Employer \$15.00 Paid By: _____
- Prepare an Abstract of Judgment \$8.00 Paid By: _____
- Prepare a Writ of Execution \$8.00 Paid By: _____
- Prepare an Order of Sale \$8.00 Paid By: _____
- Prepare Citation and return for Out of County Service
- Prepare Citation and have Defendant(s) served by the Sheriff's Office
- Prepare Citation by Certified Mail, Return Receipt Requested
- Prepare Citation and have Defendant(s) served by Civil Process Server: _____
- Prepare Citation and return by email to: _____
- File among the papers in the above styled and numbered cause
- Other: _____

Signature: _____

Attorney Party in the Case Other

Print Name: _____

Received By: Deputy District Clerk
Check# _____ Cash _____