

Instructions: If the process server is unable to serve the defendant by personal delivery or certified mail, the process server may make a request for alternative service, which includes a sworn statement describing the methods of service attempted (personal delivery or certified mail) and stating the defendant's usual place of business or residence, or other place where the defendant can probably be found. The court may authorize alternative service by leaving a copy of the citation and petition at the defendant's location with any person found there who is at least 16 years of age, or by some other method reasonably likely to provide the defendant with notice of the suit, and mailing a copy of the citation and petition to the defendant at the specified address. **Rule 501.2**

NO. _____

_____	§	IN THE JUSTICE COURT OF
_____	§	HARRIS COUNTY, TEXAS
PLAINTIFF(S)	§	PRECINCT ___ PLACE ___
VS.	§	_____
_____	§	_____
_____	§	_____
DEFENDANT(S)	§	

REQUEST FOR ALTERNATIVE SERVICE (SMALL CLAIMS OR DEBT CLAIM CASE)

TO THE COURT:

The undersigned process server requests that the Court authorize an alternative method of service of process on Defendant, _____, as follows:

The usual place of business of the Defendant is: _____

The usual place of abode of Defendant is: _____

The place where the Defendant can probably be found is: _____

The following attempts were made to deliver the Citation to the Defendant, in person, at:

<u>Date of Attempt</u>	<u>Address of Defendant</u>	<u>Diligence and Result</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following attempt was made to deliver the Citation to the Defendant, by certified mail, at:

<u>Date of Attempt</u>	<u>Address of Defendant</u>	<u>Diligence and Result</u>
_____	_____	_____

The following method of service will reasonably be effective to give the Defendant notice of the suit (*state the method of service preferred and the reasons why such method would be effective to give the Defendant notice of the suit, if other than by mailing a copy of the citation with petition attached and (i) leaving a copy of the citation with petition attached at the defendant's residence or other place where the defendant can probably be found with any person who is at least 16 years of age; or (ii) serving by some other specified method reasonably likely to provide the defendant with notice*):

_____.

_____.

Signed on _____

Signature
 Printed Name: _____
 Address: _____

 Telephone: _____ Fax: _____
 E-Mail Address: _____

DECLARATION OF OFFICER

Name: _____

I am an employee of the the following governmental agency: _____.

I am making this declaration as part of my assigned duties and responsibilities. I declare under penalty of perjury that the information provided in the foregoing Request is true and correct.

Executed on _____, in _____ County, Texas, on _____.

_____, Declarant

DECLARATION (of Certified Process Server or Other Person Authorized by the Court)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Date of Birth: _____

Identification Number: _____ Date: _____ Expiration: _____

I declare under penalty of perjury that the information provided in the foregoing Request is true and correct.

Executed on _____, in _____ County, Texas, on _____.

_____, Declarant