**Cause#**

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| --- | --- | --- |
| **PLAINTIFF NAME** | **§** | **IN THE DISTRICT COURT** |
|  | **§** |  |
| **VS.** | **§** | **HARRIS COUNTY, TEXAS** |
|  | **§** |  |
| **DEFENDANT NAME** | **§** | **189TH JUDICIAL DISTRICT** |

ORDER GRANTING MOTION FOR SUBSTITUTED SERVICE OF PROCESS

Pending is Plaintiff’s Motion for Substituted Service under TEX. R. CIV. P. 106(b). (“Motion”). It appears Plaintiff attempted but failed to personally serve ***Defendant Name*** (“Defendant”) at Defendant’s last known usual place of abode or business. It further appears the manner of service ordered below will be reasonably effective to give Defendant notice of the lawsuit and obligations imposed by citation. Therefore, the Motion is GRANTED.

It is ORDERED as follows:

1. Authorized service methods. Service of process may be made upon Defendant *within the next 45 days*  by:
2. leaving a true copy of the citation with a copy of the Petition and this Order authorizing  
   substitute service attached with anyone over sixteen (16) years of age at ***Defendant’s addresss***;

or

1. firmly affixing a true copy of the citation with a copy of the Petition and this Order  
   authorizing substitute service attached to the front door of Defendant’s last known usual place of abode or business at the above address.
2. **Additional service requirements**. Service made by the above methods shall not be deemed perfected unless the same process server (on the same day delivery is made by the above authorized methods) also complies with the following additional requirements:
3. The process server shall mail a copy of the citation, Petition, and this Order by BOTH certified mail, return-receipt requested AND by regular, first-class mail to the Defendant at the same address at which service is authorized above;
4. The process server shall not make or file the return of service until thirty (30) days after the mailings or until the process server receives back the green card from the post office whichever date is earlier;
5. The process server shall state in the return of service the date and result of both mailings; for example, whether the envelopes were or were not returned by the post office, the green card did or did not come back signed, etc.; and
6. The process server shall attach to the filed return of service a copy of any envelope or green card returned by the post office.
7. **Compliance with Rule** **107**. The return of service of the person executing service pursuant to this Order shall otherwise be made in accordance with TEX. R. CIV. P. 107.
8. **Perfection of service even if certified mail greed card is not signed**. Service of process shall be deemed perfected upon compliance with this Order, regardless of whether Defendant signs the certified mail receipt.
9. ***NOTICE.*** Future motions in other cases in the 189th District Court handled by the same attorney, firm or process server business or process server requesting or perfecting substitute service shall comply with the format of this Order so the court does not have to generate the Order***.*** A form of this Order is posted on the court’s website.

It is so **ORDERED**.

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Judge Tamika “Tami” Craft

189th Civil District Court