**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:

* Fax

Courier Receipt No.:

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

Date and time fax sent:

* Email

Fax number:

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: