



Texas Anchor Enterprises LLC  
Request for Service of Process Questionnaire  
Daniel G. Garcia (210) 440-8074 PSC-25027

Email completed form to: Daniel@TexasAnchorLLC.com or fax to (210) 239-2030

CAUSE NO. \_\_\_\_\_

Petitioner/Plaintiff: _____	§	<b>IN THE DISTRICT COURT</b>
_____	§	___ County / ___ JP Court
	§	
Respondent/Defendant: _____	§	___ <b>JUDICIAL DISTRICT</b>
_____	§	_____ <b>COUNTY, TEXAS</b>

**Request for Service of Process  
(Complete any relevant information.)**

1. State name of the person to be served. Please provide a photograph, if possible,
2. At what address or specific location is the person to be served?
3. Do you anticipate the person will elude service?
4. **Is there any history of violence in this matter against any person?**
5. Is there an alternate or business address where the person may be served?
6. Is there a scheduled hearing date that would warrant rush service? Y N
7. Counsel for Petitioner/Plaintiff:  
Name:  
Law Firm:  
Address:  
Phone:  
Fax:  
Email:
8. Counsel for Respondent/Defendant  
Name:  
Law Firm:  
Address:  
Phone:  
Fax:  
Email:
9. Other Parties: Intervenor (if any). Witness  
Counsel for Other Party/Intervenor:  
Name:  
Law Firm:  
Address:  
Phone:  
Fax:  
Email:

Prepared by: \_\_\_\_\_

Contact information: \_\_\_\_\_



# Texas Anchor Enterprises LLC

**Service of Process Fee Schedule**  
[www.TexasAnchorLLC.com](http://www.TexasAnchorLLC.com)

Daniel G. Garcia PSC-25027  
 Serving San Antonio and Surrounding Areas  
 P: 210-440-8074 Fax: (210) 239-2030

Forward all documents to be served to:  
[Daniel@TexasAnchorLLC.com](mailto:Daniel@TexasAnchorLLC.com)



SCAN CODE TO PAY  
 CC Convenience Fee Added

<b>Routine \$85</b>	<b>Rush \$115</b>		
1st attempt within 72 hours	1st attempt within 24 hours		
Up to 3 attempts	Up to 3 attempts		
<i>made in 5-7 business days</i>	<i>made in 3-5 business days</i>		
<b>Same Day \$145</b>	<b>Enterprise</b>		
1st attempt	Customized options for bulk or frequent requests		
Same day	Net 30 invoicing		
Up to 3 attempts			
<i>made in 3 business days</i>	<a href="#">Contact us</a>		
<b>Serving San Antonio, Texas and surrounding areas (Other Areas upon request)</b>			
\$50 - Per additional document served at the same address. \$125 - Per hour of stake-out & location monitoring services. \$20 - Pro se litigants incur an additional fee per address. \$5-\$30 - Additional fee per address may apply to some addresses outside of the San Antonio City Limits		<b>Mobile Notary Services &amp; Additional Office Support Services available upon request.</b>	
<b>Outside San Antonio City Limits</b>			
<b>Routine \$125</b>	<b>Rush \$175</b>		
Up to 3 attempts	Up to 3 attempts		
7-10 business days	in 3-5 days		
<b>Same Day \$225</b>	<b>Calculate Fee to be paid (Subject to adjustment as needed).</b>		
1st attempt same day Up to 3 Attempts in 3 Days			