



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: _____ § IN THE DISTRICT COURT
_____ §
_____ §
_____ §
Respondent/Defendant: _____ §
_____ § _____ JUDICIAL DISTRICT
_____ COUNTY, TEXAS

**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

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



SCAN CODE TO PAY
 CC Convenience Fee Added

Routine \$85	Rush \$115		
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>		
Same Day \$145	Enterprise		
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>	Contact us		
Serving San Antonio, Texas and surrounding areas (Other Areas upon request)			
\$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		Mobile Notary Services & Additional Office Support Services available upon request.	
Outside San Antonio City Limits			
Routine \$125	Rush \$175		
Up to 3 attempts	Up to 3 attempts		
7-10 business days	in 3-5 days		
Same Day \$225	Calculate Fee to be paid (Subject to adjustment as needed).		
1st attempt same day Up to 3 Attempts in 3 Days			