

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

*Plaintiff*

vs.

*Defendant*

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IN THE DISTRICT COURT  
TARRANT COUNTY, TEXAS  
96<sup>TH</sup> JUDICIAL DISTRICT

**ORDER GRANTING PLAINTIFF’S MOTION FOR SUBSTITUTE SERVICE ON**

**(Defendant’s Name)**

The court considered Plaintiff’s Motion for Substituted Service pursuant to Texas Rule of Civil Procedure Rule 106 (b). It appears that Plaintiff has attempted but failed to personally serve or to mail to Defendant by registered or certified mail a true copy of the citation and petition to \_\_\_\_\_ at the last known address. It further appears to the Court that the manner of service ordered herein will be reasonably effective to give Defendant notice of the lawsuit.

Therefore, the Motion for Substitute Service is **GRANTED**.

It is **ORDERED** that service of process may be made upon the above-referenced Defendant by:

(1) Leaving a true copy of the citation, with a copy of the petition attached, with anyone over sixteen years of age at: \_\_\_\_\_

**OR**

(2) Affixing a true copy of the citation, with a copy of the petition attached, to the front door/gate at: \_\_\_\_\_

**OR**

(3) Sending a true copy of the citation, with a copy of the Petition and this Order authorizing substituted service attached, through text message to phone number

**IT IS FURTHER ORDERED** that, if service is made by any of the methods authorized herein, Plaintiff shall also comply with the following provisions:

- (a) a copy of the citation and petition shall be mailed by both certified mail, return receipt requested, and regular first-class mail to the Defendant at the same address at which service is authorized above;
- (b) the return of service shall not be made until 30 days after mailing or until the process server received back the green card from the post office, whichever is earlier;
- (c) the return of service shall include a statement setting out the date of mailing and the result of the mailing by certified mail and the date of mailing and the result of mailing by regular mail (i.e., whether the envelope was returned by the post office, or the green card came back signed, or whatever happened as a result of the mailing);
- (d) the executed green card or a copy of any envelope returned by the post office shall be attached to the return of citation;
- (e) The return of service of the person executing service pursuant to this order shall otherwise be made in accordance with Rules 16 and 107 of the Texas Rules of Civil Procedure; and
- (f) Service will be complete upon compliance with this order regardless of whether Defendant signs the certified mail receipt.

**SIGNED** this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
J. PATRICK GALLAGHER, JUDGE PRESIDING