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JUSTICE OF THE PEACE, PRECINCT SIX

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TO FILE A CASE WITH SERVICE ON DEFENDANT OUT OF COUNTY

1. LOCATE THE COUNTY THE DEFENDANT WILL BE SERVED.
2. CONTACT THE CONSTABLE FOR THAT COUNTY AND GIVE THEM THE DEFENDANT'S ADDRESS. THEY WILL BE ABLE TO TELL YOU THE CONSTABLE'S OFFICE RESPONSIBLE FOR SERVING THE CITATION.
 - A. FIND OUT THE CONSTABLE'S NAME AND ADDRESS FOR THE COURT TO MAIL THE CITATION TO.
 - B. FIND OUT HOW MUCH THE CONSTABLE WILL CHARGE FOR SERVICE ON YOUR DEFENDANT.

****MAKE SURE THAT THEY ARE AWARE YOU ARE FILING CASE IN A TARRANT COUNTY JP COURT****
 - C. **FIND OUT IF YOU NEED TO GIVE THEM A MONEY ORDER OR A PERSONAL CHECK.
 - D. USE THE BACK OF THIS FORM FOR YOUR INFORMATION.
3. YOU CAN RETURN TO THE JUSTICE COURT WITH THE ABOVE INFORMATION AND FILE YOUR COMPLETED PETITION. YOU WILL NEED TO GIVE THE COURT A SEPARATE PAYMENT FOR THE JP FEE WHICH WILL BE \$54.00. (UNLESS YOU HAVE E-FILED THE ORIGINAL PETITION. WE WILL ONLY NEED THE PAYMENT FOR SERVICE) THEREFORE, YOU WILL BE BRINGING 2 SEPARATE PAYMENTS: JP FEE (CHECK, MONEY ORDER, CASHIER'S CHECK, AND CREDIT CARD WILL BE ACCPETED) AND THE CONSTABLE'S FEE (**CHECK OR MONEY ORDER ONLY**). WE WILL SEND YOUR PAYMENT WITH THE CITATION TO THE ADDRESS YOU PROVIDE FOR THE OUT OF COUNTY CONSTABLE.

****SPECIAL NOTE****

SOME COUNTIES MAY BE VERY SMALL OR NOT HAVE A CONSTABLE. THEREFORE, YOU WILL NEED TO CONTACT THE COUNTY SHERIFF'S DEPARTMENT-CIVIL DIVISION FOR INSTRUCTIONS.

IT IS IMPORTANT THAT YOU GET THE CORRECT INFORMATION. INCORRECT INFORMATION MAY DELAY THE PROCESS OF YOUR CASE.

CASE NO. _____

DEFENDANT NAME: _____

INSTRUCTIONS IF YOUR DEFENDANT IS LOCATED OUT OF TARRANT COUNTY

IF YOU HAVE MULTIPLE DEFENDANTS, A COPY OF THIS FORM IS TO BE SUBMITTED FOR EACH

IF THE DEFENDANT UPON WHOM YOU ARE FILING IS TO BE SERVED OUT OF TARRANT COUNTY, IT IS THE PLAINTIFF'S RESPONSIBILITY TO PROVIDE THE COURT THE FOLLOWING INFORMATION:

1. THE NAME OF THE CONSTABLE, SHERIFF OR OTHER AGENCY THAT WILL BE SERVING THE CITATION.

2. THE ADDRESS AND PHONE NUMBER OF THE CONSTABLE, SHERIFF, OR OTHER AGENCY TO SEND THE CITATION FOR SERVICE:

3. THE SERVICE FEE THAT THE ABOVE CONSTABLE, SHERIFF, OR OTHER AGENCY REQUIRES TO SERVE A SMALL CLAIMS OR DEBT CLAIM CITATION. **THIS PAYMENT MUST BE A MONEY ORDER OR CASHIER'S CHECK AND MADE PAYABLE AS INSTRUCTED BY SAID AGENCY. CASH WILL NOT BE ACCEPTED FOR OUT OF COUNTY SERVICE FEES.**

PLAINTIFF'S SIGNATURE _____

DATE: _____

IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE, PLEASE CONTACT THE JUSTICE COURT 6 OFFICE 817-370-4525 or you may email jp6clerk@tarrantcounty.com