

PRO SE FILINGS: SERVICE OF MOTIONS & NOTICES OF HEARING IN CIVIL CASES

THE DISTRICT CLERK'S OFFICE IS PROHIBITED FROM GIVING ANY LEGAL ADVICE.

If you intend to represent yourself "Pro Se" (without the assistance of an attorney) you must have knowledge to prepare, file and serve the necessary pleadings and present your case to the Court.

You may go to a Law Library to research the necessary information; check the following website: www.texaslawhelp.org; State Law Library at guides.sll.tx.gov or see an attorney. Additional resources are available at the Fannin County Online Library at <https://www.co.fannin.tx.us/page/fannin.law.library>.

After the initial lawsuit is served, you must send ("serve") a copy of every document you file to all other parties or their attorneys.

1. WHO TO SERVE:

- All parties in the case OR their attorney (if represented)

2. HOW TO SERVE IN ACCORDANCE WITH TEXAS RULES OF CIVIL PROCEDURE 21 AND 21A:

- E-file system (preferred)
- Email
- Certified Mail, Return Receipt Requested
- Hand delivery
- Commercial delivery (FedEx, UPS)

3. WHEN TO SERVE:

- Serve documents at the same time you file them with the court

4. CERTIFICATE OF SERVICE (REQUIRED):

- Include this at the end of every filing:

Certificate of Service

I certify that a true and correct copy of this document was served on all parties or their attorneys in accordance with the Texas Rules of Civil Procedure on

[date] as follows:

[Name of party or attorney]

[Method of service]

/s/ [Your Name]

5. PROOF OF SERVICE:

Keep proof such as:

- E-file confirmation
- Email sent receipt (i.e. delivery and read receipts)
- Mail tracking or certified receipt

6. CHECKLIST:

- ✓ Served all parties/attorneys
- Used an approved method
- Included Certificate of Service on your document filed with the District Clerk
- Saved proof of service

You should review Texas Rules of Civil Procedure 21 and 21a for more information.

Failure To Properly Serve May Result In Your Filing Not Being Considered By The Court.