

**Information or instructions: Certificate of service**

**PREVIEW**

1. A certificate of service is used with most pleadings, with the exception of original petitions, pursuant to TRCP 21A.
2. The purpose of a certificate of service is to set forth the presumption that all counsel of record have been notified of the attorney's pleading and that notice requirements of the Texas Rules of Civil Procedure have been met.
3. The certificate of service is generally attached to the pleading to which it pertains.
4. A safer practice is to use the custom form that includes in the certificate the following information: the name and address of the person served, the name of the document served and the type of service method.

**PLEASE DO NOT COPY**

**Information or instructions: Proof of mailing-certified Mail**

1. §136.0.1 CIV. PRAC. & REM. states:
  - (a) Except as provided by Subsection (b), a person may use certified mail with return receipt requested in any case in which registered mail is required by law. The mailing of a notice of hearing, citation, bid request, or other notice, information, or material by certified mail has the same legal effect as if sent by registered mail, if the receipt for the certified mail is validated with an official post office postmark.
  - (b) An article shall be sent by registered mail if registered mail is required by law to provide insurance against loss of the article.

**THIS DOCUMENT**

**Certificate of service**

Short Form:

**CERTIFICATE OF SERVICE**

I certify that a true and correct copy of the foregoing has been served upon all attorneys of record and any parties who are not represented by an attorney on \_\_\_\_\_.

**THANK YOU**  
[Attorney's name]

Recommended Custom Form:

**CERTIFICATE OF SERVICE**

I certify that a true and correct copy of the foregoing has been served upon all attorneys of record and any parties who are not represented by an attorney on \_\_\_\_\_.

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**Attorney for:** Other attorney & client's name  
**Attorney's name:** Other attorney's name  
**Attorney's address:** Other attorney's address

**PREVIEW**

**Type of Service:**

- U.S. Mail, certified return receipt requested no. \_\_\_\_\_.
- U.S. Mail, first class.
- Hand delivery by [name of delivery service]: \_\_\_\_\_.
- Facsimile transmission to \_\_\_\_\_ [fax number] before 5 p.m.

**PLEASE DO NOT COPY**  
[Attorney's name]

**THIS DOCUMENT**

**THANK YOU**

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