

Information or instructions: ~~Party name and address information~~

PREVIEW

1. The following form should be used to notify the court of the parties' names and addresses. This new form is required by Chapter 30.015 of the Texas Civil Practice and Remedies Code.
2. It become effective September 1, 1997. The notice should be filed at the same time the party appears in the action or within 7 days from the date requested by the clerk of the court.
3. The parties must also notify the clerk, if their address changes during the pendency of the litigation.

Form: ~~Party name and address information:~~

PLEASE DO NOT COPY

CAUSE NUMBER _____

[Name],
PLAINTIFF

IN THE [Type of Court] COURT

[Court number]

vs.

[Name],
DEFENDANT

OF [NAME], COUNTY, TEXAS

PARTY NAME & ADDRESS INFORMATION FORM

Date: _____

THIS DOCUMENT

PARTY INFORMATION:

Name:	
Address:	

Respectfully Submitted,

THANK YOU

[Law Firm Name]

By _____

[Attorney's Name]

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Attorney for [Plaintiff, Defendant or Movant]

[Attorney's Address]

[Telephone Number]

[Facsimile Number]
[Bar Card Number]
PREVIEW

[Insert Certificate of Service if the opposing parties have appeared in the suit.]

CERTIFICATE OF SERVICE

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

Attorney for: [Other attorney's client's name]

Attorney's name: [Other attorney's name]

Attorney's address: [Other attorney's address]

Type of Service:

___ U.S. Mail, Certified Return Receipt Request 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 signature]

THIS DOCUMENT

THANK YOU

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