

## POLICY FOR OUT OF COUNTY / OUT OF STATE SERVICE OF CITATIONS

Plaintiff must provide the following information to the court to have the citation served by the appropriate County Constable.

1. Name of County for Service
2. Appropriate County Constable Serving Citation
3. Appropriate County Constable's Full Address
4. Appropriate County Constable's Service Fee
5. Service Fee Provided to this Court in form of Money Order or Cashier's Check made out to the Appropriate County Constable.

The court will mail money order/cashier's check along with citation to the Appropriate County Constable for service of citation.