

Rule 17.300—Form 306: Directions for Service of Original Notice

Applicant must complete this form if the sheriff or a process server will deliver the Application and Original Notice to the other party.

Do not use this form if the other party has already received the Application and Original Notice.

Do not file this form with the clerk of court in paper or electronically.

Give this form to the sheriff or other process server with your Application (301) and Original Notice (304 if electronically filing or 304a if filing in paper).

If you do not understand how to use this form, or if you should use this form, talk to an attorney.

County where Application is filed

Equity case number

1. Name and Location of Sheriff or Other Process Server

Check one and fill in the blanks

A. **Sheriff** *In county where the other party will be served*

_____ County

Street address

City

State

ZIP code

B. **Other process server**

Name of other process server serving the Notice

Street address

City

State

ZIP code

2. Person to be Served

Other party's name

(_____) _____
Phone number

Address where the other party can be served

City

State

ZIP code

3. Person Requesting Service

Your (Applicant's) name

(_____) _____
Phone number

Your (Applicant's) present mailing address

City

State

ZIP code

4. Special Instructions for Service *Provide information that will help the sheriff or process server.*

Continued on next page

5. Costs of Service

Check one

- A. Applicant will pay the costs of the Sheriff or other process server.

If you cannot afford the costs, file form 309.

- B. Costs for Sheriff deferred by court order: _____

*Clerk of court: Sign only if costs deferred
by court order*

6. Notification

After completion of service, the sheriff or other process server will notify the person requesting service.

_____, 20_____
Date signed: Month Day Year Your signature