



## Rule 17.100—Form 106: *Directions for Service of Original Notice*

**Petitioner** must complete this form if the sheriff or a process server will deliver the Petition and Original Notice to Respondent.

*Do not use this form if Respondent has already received the Petition and Original Notice.*

*Do not file this form with the clerk of court.*

Give this form to the sheriff or other process server with your Petition (101) and Original Notice (104 if filing electronically or 104a if excused from filing electronically).

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

\_\_\_\_\_  
*County where Petition is filed*

\_\_\_\_\_  
*Case number*

### 1. Name and location of sheriff or other process server

*Check one and fill in the blanks*

A. ☐ Sheriff *In county where Respondent will be served*

\_\_\_\_\_  
*County*

\_\_\_\_\_  
*Street address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*ZIP code*

B. ☐ Other process server

\_\_\_\_\_  
*Name of other person serving the Notice*

\_\_\_\_\_  
*Street address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*ZIP code*

### 2. Person to be served

\_\_\_\_\_  
*Your spouse's name*

(\_\_\_\_\_) \_\_\_\_\_  
*Phone number*

\_\_\_\_\_  
*Address where your spouse can be served*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*ZIP code*

### 3. Person requesting service

\_\_\_\_\_  
*Your name*

(\_\_\_\_\_) \_\_\_\_\_  
*Phone number*

\_\_\_\_\_  
*Your 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. ☐ Petitioner will pay the costs of the Sheriff or other process server.

*If you cannot afford the costs, file form 109.*

- 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*