

CAUSE No. DC-XX-XXXXX

JANE DOE

vs.

JOHN DOE

IN THE DISTRICT COURT

101st JUDICIAL DISTRICT

DALLAS COUNTY, TEXAS

ORDER GRANTING PLAINTIFF'S MOTION FOR SUBSTITUTED SERVICE

On this day, came on for consideration Plaintiff's Motion for Substituted Service under Rule 106(b), Texas Rules of Civil Procedure. It appears to the Court that Plaintiff has attempted but failed to personally serve Defendant, DEFENDANT'S NAME, at the last known usual place of abode. It further appears to the Court that the manner of service ordered herein will be reasonably effective to give said defendant notice of the lawsuit.

IT IS THEREFORE, ORDERED, ADJUDGED, and DECREED that the Motion for Substituted Service is **GRANTED**.

IT IS FURTHER ORDERED, ADJUDGED, and DECREED that service of process may be made upon the Defendant, either:

1. By leaving a true copy of the citation, with a copy of the Petition, (INSERT OTHER ACCOMPANYING DOCUMENTS), and this Order authorizing substituted service attached, with anyone over sixteen (16) years of age at, ADDRESS; or
2. By firmly affixing a true copy of the citation, with a copy of the Petition, (INSERT OTHER ACCOMPANYING DOCUMENTS), and this Order authorizing substitute service attached, to the front door; if the front door is inaccessible, by attaching a true copy of the citation with copy of the Petition, (INSERT OTHER ACCOMPANYING DOCUMENTS), and this Order authorizing substitute service attached, to the front gate of Defendant's last known usual place of abode at ADDRESS.

IT IS FURTHER ORDERED, ADJUDGED, and DECREED that the service made by the above method shall not be deemed perfected unless it also complies with the following provisions:

1. A copy of the citation, Petition, (INSERT OTHER ACCOMPANYING DOCUMENTS), and this Order shall be mailed by **BOTH** certified mail, return receipt requested, AND by regular first-class mail to the Defendant at the same address at which service is authorized above;
2. The return of service shall not be made until thirty (30) days after mailing or until the process server receives back the green card from the post office, whichever date is earlier;
3. The return of service shall include a statement specifying the date of mailing and the result of the mailing by certified mail, and the date of mailing and result of same by

regular first-class mail (*i.e.*, whether the envelope was returned by the post office, the green card was returned signed, etc.); and

4. A copy of any envelope or green card returned by the post office shall be attached to the return of service.

IT IS FURTHER ORDERED, ADJUDGED, and DECREED that the return of service of the person executing service pursuant to this Order shall otherwise be made in accordance with Rule 107 of the Texas Rules of Civil Procedure.

IT IS FURTHER ORDERED, ADJUDGED, and DECREED that service of process will be deemed complete upon compliance with this Order, regardless of whether Defendant signs the certified mail return receipt.

SIGNED ON _____

Staci Williams, Presiding Judge