

**Frequently Asked Questions  
About  
Process Server Certification**

1. I have a standing order from Dallas County, but my name is not on the Supreme Court's list of certified process servers. What happened?

If you were issued a R103 order since mid-April, 2005, your name should be added to the Supreme Court list sometime early next week. The delay is due to administrative processing.

2. Why do some, but not all, of the ID numbers contain an 'H'?

If you have an 'H' in your ID number, you are certified to serve for all Texas courts. If you do not have an 'H' in your name, you are certified to serve all courts except courts in Harris County.

3. I want to be certified by the Supreme Court to serve process. Where can I obtain an application for certification?

Applications are available on the Court's website at [www.supreme.courts.state.tx.us](http://www.supreme.courts.state.tx.us). Please download the application form, the instruction sheet, and the request for criminal history record form. Follow the instructions on the instruction sheet carefully! Your application will not be considered if it is not completed properly.

4. When is the next educational course offered?

You must contact the approved course director directly to find out about specific class offerings. The following courses are approved:

- the course now offered by the Houston Young Lawyer's Association, for certification for every state court;
- the course now offered by the Texas Process Server's Association, for certification except for courts in Harris County; and
- a course offered by an academy or other provider licensed or approved by the Texas Commission on Law Enforcement, for certification for every state court

5. I am the director of a civil process server course and would like to have my course approved by the Supreme Court. Where can I obtain an application for approval?

Please submit a written course proposal directly to the Process Server Review Board:

The Supreme Court of Texas  
Attention: Texas Process Service review Board  
P. O. Box 12248  
Austin, Texas 78711

To increase your chances of approval, please provide the Review Board with detailed information about your course.

6. I serve process for only one or a handful of counties in the area in which I live. Do I have to be certified by the Supreme Court?

The new rules still allow any person “authorized by law or by written order of the court” and “who is not less than eighteen years of age” to serve process. Thus, a trial court may elect to continue to its current practice of authorizing process service. You should check with your local court if you are uncertain.

7. I have a complaint about a certified process server. What can I do?

Please put your complaint in writing – being as detailed as possible – and submit the complaint as follows:

By mail to: The Supreme Court of Texas  
Attn: Process Server Review Board  
P. O. Box 12248  
Austin, Texas 78711

By fax to: 512-463-1365  
Attn: Process Server Review Board

If you believe a certified process server has committed a criminal act, please contact your local law enforcement agency.

8. I have read the Court’s order on certification and the Court’s instruction sheet, but I still have a question. Is there someone I can call?

Yes, the Court’s Rules Attorney is available to answer questions about the certification program. However, please make sure you have read all the information on the website before you call the Court. The phone number is 512-463-6645.