

**FAX TRANSMITTAL TO: JOYCE HUDMAN, BRAZORIA COUNTY CLERK**

**111 E. Locust, Suite 200, Angleton, Texas 77515**  
**Civil Fax # (979) 864-1031 or Probate Fax #(979) 864-1031**  
**(no other cover sheet required)**

**SENT BY:**

Attorney: \_\_\_\_\_

Firm: \_\_\_\_\_ Office Telephone # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Representing:  Plaintiff  Defendant  Other: \_\_\_\_\_

**DESCRIPTION OF DOCUMENT TRANSMITTED** (One document per form, please)

Cause #: \_\_\_\_\_ Title: \_\_\_\_\_

Style: \_\_\_\_\_ v. \_\_\_\_\_

If filing a new lawsuit, please specify the type of suit (i.e. Debt, Damages, etc.): \_\_\_\_\_

# of pages sent: \_\_\_\_\_

**ISSUANCE REQUEST:**

I am requesting issuance as described below (complete this section)  No issuance is requested (go to next section)

Issue to: \_\_\_\_\_

Registered Agent (if applicable) \_\_\_\_\_

Service Address: \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Specify type of issuance (i.e. citation, notice, writ, etc.) \_\_\_\_\_

Additional issuance requests attached  Additional instructions attached

Please specify one of the following for the completed issuance papers:  Certified Return Receipt Mail by Clerk

Forward to Brazoria Co. Sheriff's Dept.  Forward to: \_\_\_\_\_  Hold for pick up by \_\_\_\_\_

**PAYMENT OPTIONS:**

Select one option below for payment of court costs and/or fax fees.

**BE SURE TO INCLUDE ANY ADDITIONAL FORMS (UNDERLINED) IN THE PAYMENT OPTION YOU SELECTED.**

- The document submitted does not require payment of filing or issuance fees.*
- A Credit Card Authorization is included for payment of filing and/or issuance fees or copy fees.*
- A LegalEase Filing & Payment Instruction form is included for payment of filing and/or issuance fees or copy fees.*

**VERIFICATION OF RECEIPT (for Clerk's use only) FILEMARK:**

A new cause of action has been established under Cause # \_\_\_\_\_ in the County Court at Law No. \_\_\_\_\_ and Probate Court of Brazoria County. # of pages received: \_\_\_\_\_

The following fees are charged as specified in the payment option selected:  
Court Costs of \$ \_\_\_\_\_ = \$ \_\_\_\_\_ LegalEase case total.  
Court Costs of \$ \_\_\_\_\_ = \$ \_\_\_\_\_ have been charged to credit card # provided.  
Copy and/or Fax Fees of \$ \_\_\_\_\_ = \$ \_\_\_\_\_ LegalEase case total.  
Copy and/or Fax Fees of \$ \_\_\_\_\_ = \$ \_\_\_\_\_ have been charged to credit card # provided.

Other \_\_\_\_\_

We are unable to comply with your request because \_\_\_\_\_

**THANK YOU FOR USING FAX FILING.**