



GUADALUPE COUNTY

Constable Precinct 4

HARVEY FAULKNER

CONSTABLE

Harvey.Faulkner@GuadalupeTX.gov



How to get your civil papers served

JUSTICE COURT PAPERS

- 1) If your case is in the Precinct 4 Justice Court, the Justice of the Peace clerks will take your fee and bring your papers to us. No further action is required on your part. Our office will serve the papers and return them to the Justice Court.

Constable Pct. 4 Office Location: 11144 FM 725, Seguin, TX 78155

OUT OF COUNTY PAPERS

- 2) If your case is from another county, the court that the case is out of (Issuing Court) should issue citations and send them to our office along with a "Return of Service". You will bring a cashier's check or money order made out to "Guadalupe County Constables Precinct 4" to the issuing court so they can send it to us with the citations and the returns. Our office will serve the citations and return them to the issuing court.

UNSERVED PAPERS

- 3) Our office will make every attempt to serve your paper, but there are circumstances beyond our control that may prevent us from doing so. Our Deputies will make a minimum of 3 attempts at different times of the day to serve your citations. If we are unable to serve them, they will be returned unserved to the issuing court along with documentation of the Deputy's attempts. You may then ask the issuing court for an order of alternate service. Each Judge has their own policy regarding alternate service. Our office has no influence on what individual Judges will or will not allow.

OUR OFFICE DOES NOT UNDER ANY CIRCUMSTANCES ACCEPT PAPERS VIA EMAIL.