



HOUSTON
PROCESS SERVERS, LLC

PROFESSIONAL. RELIABLE. COURT-READY.



TEXAS RULE 106

ATTORNEY QUICK
REFERENCE GUIDE



Professional
Process Service
for Texas Law Firms



COURT-FOCUSED



DETAIL-DRIVEN



ATTORNEY-TRUSTED

SERVING HARRIS, MONTGOMERY & FORT BEND COUNTIES



WHEN RULE 106 IS APPROPRIATE

Seek substitute service after diligent but unsuccessful attempts at personal or certified-mail service, supported by specific facts showing the proposed method is reasonably likely to provide notice.



DOCUMENTATION CHECKLIST

- ☒ Multiple attempts on different days and times
- ☒ Detailed field observations
- ☒ Address verification
- ☒ Vehicle/occupancy notes
- ☒ Photographs when appropriate
- ☒ Comprehensive affidavit



COMMON COURT-APPROVED ALTERNATIVES

- Leave with anyone over 16 at the usual residence.
- Securely affix to the main entry when authorized.
- Electronic service (email/social media) is supported by evidence and ordered by the court.



TIPS FOR SUCCESS

The key is proving your diligence and showing the proposed method is reasonably likely to provide notice.



KEY TAKEAWAY

Thorough documentation and a detailed affidavit are essential to obtaining court approval.



COMMON REASONS MOTIONS ARE DENIED

- Too few attempts
- Repetitive attempt times
- Weak affidavit details
- No evidence connecting the defendant to the address
- Requested method not supported by the facts.



BEST PRACTICES

Vary service times, document every observation, verify addresses before filing, and prepare a detailed affidavit that explains why the requested substitute method is reasonably likely to provide notice.



ATTORNEY FILING CHECKLIST

- ☒ Motion for Substitute Service
- ☒ Supporting Affidavit
- ☒ Proposed Order
- ☒ Exhibits (photos, notes, address verification)

RULE 106 PROCESS



ATTEMPT SERVICE

Multiple attempts on different days and times.



DOCUMENT ATTEMPTS

Detailed notes, photos, and observations.



PREPARE AFFIDAVIT

Explain diligence and why substitute method is likely to provide notice.



FILE MOTION

Include affidavit, proposed order, and exhibits.



COURT ORDER

Judge approves substitute service method.



COMPLETE SERVICE

Execute service as ordered and file proof of service.



YOUR PARTNER IN EFFECTIVE SERVICE



HOUSTON
PROCESS SERVERS, LLC
PROFESSIONAL. RELIABLE. COURT-READY.

PROCESS SERVICE OPTIONS

REGULAR • RUSH • SAME-DAY • CUSTOM

**ESTABLISHED CLIENTS ALWAYS RECEIVE
COMPLIMENTARY SKIP TRACING.**

Contact us for current availability.

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