



## CERTIFICATE OF SERVICE

[SAMPLE]

As required by Texas Rule of Appellate Procedure 6.3 and 9.5(b), (d), (e), I certify that I have served this document on all other parties—which are listed below—on [date] as follows:

[name of party's attorney or name of pro se party]

[address of party's attorney or address of pro se party]

Attorney for [name of party represented by that attorney]

By (check all that apply)

- personal delivery
- mail
- commercial delivery service
- fax

[repeat for each party]

\_\_\_\_\_  
[Signature of certifying attorney or pro se party]

\_\_\_\_\_  
[Date]

**NOTES:** Pursuant to Texas Rule of Appellate Procedure 6.3, a party's lead counsel must be served. Service on other attorneys for that party is optional, but must be listed above if they are served. Pursuant to Texas Rule of Appellate Procedure 52.7(c), the record must be served on each party in an original proceeding.