

E-filing Request for Issuance

- ❖ This document **MUST** be filed as a separate LEAD document when e-filing
- ❖ Choose the Filing Code "Request for Issuance of" and add the type of issuance in the description field
- ❖ Select the type of issuance using the "Optional Services" section on the e-filing screen
- ❖ If service is required, you must add the "Copy Fee-non certified" and enter the number of pages that the clerk's office needs to print (ex: Petition is 5 pages, 2 citations are requested; 5 x 2 = 10 pages to be printed by the clerk's office)

Cause # _____ **Document to be attached:** _____

Style of Case: _____

Please use this form when requesting issuance of the below listed types of issuance through the e-filing system.

Abstracts, Executions & Subpoenas use additional forms

Please select the type and quantity of issuance(s) needed:

Type	Amt	Quantity	Type	Amt	Quantity
Resident Citation	\$8		Show Cause	\$8	
Non-Resident Citation	\$8		Temporary Restraining Order	\$8	
Citation by Restricted Mail	\$80		Writ of Attachment	\$8	
Citation to Secretary of State	\$12		Writ of Garnishment	\$8	
Citation to Secretary of State by Certified Mail	\$82		Writ of Habeas Corpus	\$8	
Publication Newspaper: _____	\$78		Writ of Injunction	\$8	
Publication (courthouse door)	\$78		Writ of Possession	\$8	
Notice of Application of Protective Order	\$8		Writ of Sequestration	\$8	
Capias	\$8		Bench Warrant	\$8	
Notice of Expunction	\$8		Expedited Foreclosures (certified & 1 st class mail)	\$86	
Order of Expunction	\$8		Other: _____		

Note: PUBLICATION COSTS-If publication is requested thru the newspaper there will be additional cost from the newspaper for the publication

Name of party to be served: _____

Address for Service: _____

Requested By: _____ Phone: _____

Please attach additional pages if there are additional parties to be served.

*****Check one of the options below for your preferred service method*****

_____ Bell County Sheriff/Constable
(please be sure and add service fee using "Optional Services" feature when e-filing. Failure to choose the service fee may result in your filing being rejected due to lack of fee amount approval)

_____ To be held at clerk's office for pick-up

_____ Place in attorney's/servers box # _____