

E-FILING REQUEST FOR ISSUANCE OF A PROCESS

- This document **MUST** be filed as a separate LEAD document when e-filing.
- Choose the **Filing code:** (New Suits select: “**Application**” Subsequent filings select “**Request**”)
- Select the type of issuance using the “Optional Services” section on the e-filing screen
- If a service document is required to be printed by the clerk you must add “Copies” and enter the number of pages clerk needs to print. (Ex: Petition is 5 pages, 3 citations are requested: 5 x 3 = 15 pages will need to printed by the clerk)

Cause No. _____ **Document to be served:** _____

Style of Case:

Please use this form when requesting issuance of the below listed types of process through the e-filing system.
Please use other request forms for: Abstracts, Executions, Subpoenas and Order Withholdings

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

Type	Amt	Quantity		Type	Amt	Quantity
Citation	\$8			Expunction Notice Certified Mail	\$12	
Notice	\$8			All Writs	\$8	
Precept	\$8			TRO	\$8	

Name of party to be served: _____ Type: _____

Address for service: _____

Name of party to be served: _____ Type: _____

Address for service: _____

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

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

Please hold at Clerk’s office:

_____ I will bring in a file-marked copy of the service document to your office and/or mail in a file-marked copy of the service document for the issuance to be picked up at the front counter

_____ I will send a self-addressed stamped envelope with sufficient postage to: Leon County District Clerk
 PO Box 39, Centerville, TX 75833 for the return of the issuance and service document(s)

_____ Please serve by Leon County Sheriff

_____ Please serve by Certified Mail

Please pay for a copy or copies of the service document if any need to be attached to your requested issuance. Please be sure and add the correct service fee using the “Optional Services” feature when e-filing.

Additional Notes: _____

Requestor Name & Phone number: _____