**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)

**Document to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cause No**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**