

REQUEST FOR ISSUANCE and SERVICE

eFile Instructions:

- ❖ This document **MUST** be filed as a separate LEAD document when eFiling.
- ❖ Choose filing code "Request for Issuance" and add the type of issuance in the description field.
- ❖ Select the type of issuance using the "Optional Services" section on the eFiling screen.
- ❖ If Sheriff or Constable to serve, select that in "Optional Services section on the eFiling screen.

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

Style of Case: _____

Please use this form when requesting issuance of the below listed types of issuance 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 (Personal Service)	\$8		Writ: Attachment	\$8	
Citation by Publication*	\$8		Writ: Commitment	\$8	
Citation by Posting*	\$8		Writ: Garnishment	\$8	
Notice	\$8		Writ: Possession	\$8	
Precept	\$8		Writ: Sequestration	\$8	
Show Cause Notice	\$8		Writ: Other _____	\$8	
Temporary Restraining Order	\$8		Expunction Notices: Petition & Order	\$15	

Note: PUBLICATION COSTS are billed to the person whom requested the publication.

***State relief requested:** _____

Name of party to be served: _____

Address for service: _____
or Name of Paper _____

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

- _____ Please hold at Clerk's office. I will provide a file-marked copy of the service document and will:
 - _____ Send a self-addressed stamped envelope with sufficient postage to: Burnet County District Clerk - 1701 East Polk Street, Suite 90 – Burnet, Texas 78611 for the return of the issuance.
 - _____ Forward it to the Clerk (along with the service fee, if needed) for pick-up by Sheriff or Constable.
 - _____ Forward it to the Clerk for pick-up by Private Process Server: _____
 - _____ Forward it to the Clerk for service by Certified Mail (along with the service fee, if not already paid)
- _____ Please forward to Clerk for certified mail, Sheriff/Constable or Private Process Server – service fee (if needed) paid for through eFiling.
- _____ Please eFile back to me (information below).

*Please pay for a copy or copies of the service document if any need to be attached to your requested issuance.
Please be sure to add the correct service fee using the "Optional Services" feature when eFiling.*

Service Requested By: _____
Address: _____
Phone Number: _____ Email: _____
Signature: _____

