

Clay County District Clerk  
Phone: 940-538-4561

### E-FILING REQUEST FOR ISSUANCE

- This document must be filed as a separate LEAD document when e-filing  
Filing Codes: new suits select “**application**”; subsequent filings select “**request**”
- Select the type of issuance using the “optional services” fee section
- Choose the correct fee for service by sheriff, constable or certified mail if needed.
- Process served in Clay County will require the service document to be attached, if you are not mailing or hand delivering a file marked copy, you must add “copies for service” fee and enter the number of pages the clerk needs to print. The fee is 50 cents per page for plain copies, \$1.00 for certified.

CAUSE NUMBER:

STYLE OF CASE:

DOCUMENT TO BE SERVED:

NAME OF PARTY TO BE SERVED:

ADDRESS FOR SERVICE:

\*Please use additional pages if more parties are to be served\*

PLEASE SELECT THE TYPE AND QUANTITY OF ISSUANCE(S) REQUESTED

TYPE	AMOUNT	QUANTITY
ALL WRITS	\$8	
CITATION	\$8	
NOTICE	\$8	
PRECEPT	\$8	
SHOW CAUSE NOTICE	\$8	
TRO	\$8	

**\*\*\*\*CHECK ONE OF THE OPTIONS BELOW FOR YOUR PREFERRED SERVICE METHOD\*\*\*\***

Hold at Clerk’s office for pick up. I will bring a file marked copy of the service document to attach to the issuance.

I request the service be returned by e-service at the following email address:

Please have the Sheriff/Constable serve. I have included the cost for a copy of the service document as well as the fee for the Sheriff/Constable.

Please serve by Certified Mail. I have included to cost for a copy of the service document as well as the Certified Mail service fee.

Requestors Name:

Phone number:

Email Address: