

# E-FILING REQUEST FOR ISSUANCE

- \* **This document MUST be filed as a separate LEAD document when e-filing**
- \* Choose the **E-filing Code:**  
(New Suits select: **"APPLICATION"** and on Subsequent filings select **"REQUEST"**)
- \* Select the type of issuance using the "Optional Services" fee section on the e-filing screen
- \* Most in-county service issued requires a document to be attached, you must add the "Copies for Service" fee and enter the number of pages the clerk needs to print. The fee is \$1.00 per page  
(ex: Petition has 5 pages, 3 citations are requested: 5X3=15 pages that will need to be printed by clerk.  
The total "Copies for Service" fee is \$15.00)

CAUSE NO. \_\_\_\_\_

STYLE OF CASE: \_\_\_\_\_

DOCUMENT TO BE SERVED: \_\_\_\_\_

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

TYPE	AMOUNT	QUANTITY
ALL WRITS	\$8	
CITATION	\$8	
CITATION FOR EXPEDITED FORECLOSURE	\$8	
NOTICE	\$8	
PRECEPT	\$8	
SHOW CAUSE NOTICE	\$8	
TEMPORARY RESTRAINING ORDER	\$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\*\*\*\*\***

\_\_\_\_\_ To be held at Clerk's office for pick-up. I will bring in a file-marked copy of the service document to your office for the issuance to be picked up at front counter.

\_\_\_\_\_ I request the issuance be returned by e-service. (Service document copy fee and service fee not required)  
Email address 1. \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_ Please serve by Archer County Constable/Sheriff (I have added the cost for a copy of the service document and have also added the service fee for the Sheriff/Constable)

\_\_\_\_\_ Please serve by Certified Mail (I have added the cost for a copy of the service document and have also added the Certified Mail service fee) Requestor's Name/Phone Number:  
\_\_\_\_\_

Requestor's Email Address: \_\_\_\_\_