



Lynne Finley, District Clerk

REQUEST FOR ISSUANCE

- ❖ This document **MUST** be filed as a separate **LEAD** document when e-filing.
- ❖ Select the type of issuance using the “Optional Services” section on the e-filing screen.

Date: _____

Requested by: _____

Cause No.: _____

Phone No.: _____

Return to: _____
(Name and e-mail address)

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

Type	Amt	Quantity	Type	Amt	Quantity
Abstract of Judgment	\$8		Constable Service Fee #4	\$75	
Capias	\$8		Constable Service Fee #4	\$175	
Citation	\$8		Notice of Application of Prot. Order	\$8	
Citation by Certified Mail	\$83		Ex Parte Protective Order	\$8	
Citation by Posting	\$83		Notice of Final Protective Order	\$8	
Citation by Publication	\$83		Letter Rogatory	\$8	
Citation for Expedited Foreclosure	\$91		Notice	\$8	
Citation to Secretary of State	\$12		Order of Sale	\$8	
Constable Service Fee #1	\$75		Precept	\$8	
Constable Service Fee #1	\$175		Scire Facias	\$8	
Constable Service Fee #2	\$75		Subpoena	\$8	
Constable Service Fee #2	\$175		TRO/Temporary Injunction	\$8	
Constable Service Fee #3	\$75		Writs		
Constable Service Fee #3	\$175				

Name of party to be served: _____

Document to be served: _____

Address for service: _____

Name of party to be served: _____

Document to be served: _____

Address for service: _____

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