



## Stacey Kemp, County Clerk

### CIVIL REQUEST FOR ISSUANCE

- This document MUST be filed as a separate Lead Document when efilng at: <http://efile.txcourts.gov/>
- Select the type of issuance using the “Optional Services” section on the efilng screen

Date: \_\_\_\_\_

Cause No: \_\_\_\_\_

Requested By: \_\_\_\_\_

Phone No: \_\_\_\_\_

Return to: \_\_\_\_\_

(Name, email address or mailing address)

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

Type	Amt	Quantity	Type	Amt	Quantity
Abstract of Judgment	\$8.00		Writ of Execution	\$8.00	
Bill of Cost	\$5.00		Writ of Possession	\$8.00	
Bond Approval Fee	\$3.00		Record Search	\$5.00	
Certified Exemplified Copy	\$10.00		Transcript of Civil Proceedings	\$6.00	
Citation	\$8.00				
Citation by Certified Mail	\$83.00		Service	Amt	Quantity
Citation by Publication	\$8.00		Service by Certified Mail	\$75.00	
Citation by Secretary of State	\$16.00		Constable Service Fee #1	\$75.00	
Notice-Pre/Post	\$8.00		Constable Service Fee #1-Writ	\$175.00	
Notice by Certified Mail-Pre/Post	\$83.00		Constable Service Fee #2	\$75.00	
Notice of Award of Special Comm.	\$28.00		Constable Service Fee #2-Writ	\$175.00	
Order of Sale-Pre/Post	\$8.00		Constable Service Fee #3	\$75.00	
Subpoena-Pre/Post	\$8.00		Constable Service Fee #3-Writ	\$175.00	
Scire Facias	\$8.00		Constable Service Fee #4	\$75.00	
TRO/Temporary Injunction	\$8.00		Constable Service Fee #4-Writ	\$175.00	
Writ-Pre/Post	\$8.00		Sheriff Service Fee-Writ	\$175.00	
Writ of Attachment	\$8.00		Sheriff Service Fee-Personal Service	\$75.00	

Name of party to be served: \_\_\_\_\_ Type: \_\_\_\_\_  
Address of Service: \_\_\_\_\_  
\_\_\_\_\_

Name of party to be served: \_\_\_\_\_ Type: \_\_\_\_\_  
Address of Service: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

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

(revised 09/16/2024)