

**E-filing Service Request**❖ This document **MUST** be filed as a separate **LEAD** document when e-filing

Cause No. \_\_\_\_\_ Document to be attached: \_\_\_\_\_

Style of Case: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please use this form when requesting issuance of the below listed types of issuance through the e-filing system.**Abstracts, Executions & Subpoenas use additional forms***Please select the type and quantity of issuance(s) needed:**

<b>Issuance Type</b>	<b>Cost</b>	<b>Quantity</b>	<b>Service Type</b>	<b>Cost</b>	<b>Quantity</b>
Abstract of Judgement	\$ 8.00		Writs	\$ 200.00	
Citations – ALL	\$ 8.00		Subpoena	\$ 150.00	
Notices	\$ 8.00		TRO/Protective Order	\$ 150.00	
Precept/Show Cause	\$ 8.00		Citation – Posting (courthouse)	\$ 60.00	
Subpoena	\$ 8.00		Citation – Certified Mail	\$ 150.00	
TRO/Protective Order	\$ 8.00		Citation – Personal Service	\$ 150.00	
Writs – ALL	\$ 8.00		Citation – Publication	\$ 150.00	
Copies – Printed (per page)	\$ 1.00		<i>Note: PUBLICATION COSTS – There will be additional cost from the newspaper for requested publication</i>		
Electronic Copies – Up to 10 pages	\$ 1.00				
Additional pages (per page)	\$ 0.10				

Name of Party to be served: \_\_\_\_\_

Address for Service: \_\_\_\_\_

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

**Please attach additional pages if there are additional parties to be served**  
***Check one of the options below for your preferred method of service***☐ County Sheriff/Constable

(Please be sure and add service fee using “Optional Services” feature when e-filing. Failure to may result in your filing being rejected)

☐ To be held at Clerks office for pick-up☐ Mail/Email to: \_\_\_\_\_