

### E-filing Service Request

- ❖ This document MUST be filed as a separate **LEAD** document when e-filing
- ❖ Choose the Filing Code "Request for Issuance of" and add the type of issuance in the description field
- ❖ Select the type of issuance using the "Optional Services" section on the e-filing screen
- ❖ If service is required, you must add the "Copy Fee-non certified" and enter the number of pages that the clerk's office needs to print (ex: Petition is 5 pages, 2 citations are requested; 5 x 2 = 10 pages to be printed by the clerk's office)

**Cause #** \_\_\_\_\_ **Document to be attached:** \_\_\_\_\_

**Style of Case:**

\_\_\_\_\_

\_\_\_\_\_

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:**

Type	Amt	Quantity	Type	Amt	Quantity
<b>Issuance fees:</b>			<b>Sheriff Service Fees:</b>		
Abstract of Judgment	\$8		Citation-Personal Service	\$150	
Capias/Bench Warrant	\$8		Citation-Posting (courthouse door)	\$60	
Citations - ALL	\$8		Citation-Publication Newspaper: _____	\$150	
Notices	\$8		Subpoena	\$150	
Precept/Show Cause	\$8		TRO/Protective Order	\$125	
Subpoena	\$8		Writs	\$200	
TRO/Protective Order	\$8				
Writs - ALL	\$8				
Copies	\$1		Citation by Certified Mail	\$150	
Expedited Foreclosures (certified & 1 <sup>st</sup> class mail for each Defendant & Occupant)	\$150 + \$8				

**Note: PUBLICATION COSTS-**If publication is requested thru the newspaper there will be additional cost from the newspaper for the publication

**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 \$150 fee in addition to above issuance cost.  
 (Please be sure and add service fee using "Optional Services" feature when e-filing. Failure to choose the service fee may result in your filing being rejected due to lack of fee amount approval)
- To be held at clerk's office for pick-up
- Place in attorney's/servers box # \_\_\_\_\_