

E-FILING REQUEST FOR ISSUANCE

CITATIONS, WRITS, NOTICE, PRECEPT, TRO, ETC..

- This document Must be filed as an attachment when being filed with an Original Petition, if being filed at any other time it will need to be a separate LEAD document when e-filing
Choose the filing code "Request" 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 a service document is required, you MUST add the copies using the "Optional Services" section, select Certified Copies/Regular Copies and add as many pages as needed.

Cause No. _____ Document to
Style of Case: _____ be served: _____

PLEASE USE THIS FORM WHEN REQUESTING ISSUANCE OF THE BELOW LISTED TYPES OF ISSUANCE THROUGH THE E-FILING SYSTEM.

PLEASE USE OTHER REQUEST FORMS FOR: ABSTRACTS, EXECUTIONS, SUBPOENAS AND ORDER WITHHOLDING

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

Table with 6 columns: Type, Amt, Quantity, Type, Amt, Quantity. Rows include Citation (\$8), Notice (\$8), Precept (\$9), Temporary Restraining Order (\$9), Scire Facias (\$8), Letter Rogatory (\$8), Show Cause Notice (\$8), Writ: Attachment (\$10), Writ: Certiorari (\$8), Writ: Commitment (\$8), Writ: Garnishment (\$8), Writ: Possession (\$8), Writ: Sequestration (\$10), Writ: Turnover (\$8), Writ: Other (\$8).

Note: PUBLICATION COSTS- If publication is requested in the Electra Star, it is \$100.00 per publication (Family cases x 1, Civil cases x 4)

If publication is done in the Times Record News it is \$500.00 per publication

All service payment options are chosen by picking the correct options in the "Optional Service" section of e-filing

Please be sure to select all option pertaining to your type of service-examples below:

Service by Certified Mail: choose service by certified mail \$17.00, then pick Clerk's service fee \$125.00

Service by Sheriff or Constable: choose type of service \$8.00, \$9.00 or \$10.00, then pick service by Sheriff or Constable \$125.00 or \$200.00

Name of Party to be served: _____ Type: _____

Address for service: _____

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*******

_____ Hold at Clerk's office and I will bring in a file marked copy to attach

I will provide a file-marked copy of the service document and I will _____
send it along with a self-addressed stamped envelope to: Wichita County District
Clerk, 900 7th St., Rm 303, Wichita Falls, TX 76301 for the return of issuance and service
documents

_____ I have paid for a copy of the document to attach to the issuance and would like it
_____ held in the Clerk's office for pick up _____ I'll mail a self-addressed stamped envelope
_____ Please contact Private Process Server when ready: _____

_____ Serve by Wichita County Sheriff/Constable SHF__ PCT1__ PCT2__ PCT3__ PCT4__
(Please pay for a copy or copies of the service document if any need to be attached to your requested
Issuance. Please be sure and add the correct service fee using the "Optional Services" feature when
e-filing)

Requestor Name: _____

Phone No. _____

