

E-FILING REQUEST FOR ISSUANCE

- ❖ This document MUST be filed as a separate LEAD document when e-filing.
- ❖ Choose the **Filing code:** (“Application or Request”)
- ❖ 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 - Service” and enter the number of pages the clerk needs to print. (Ex: Petition is 5 pages, 3 citations are requested: 5 x 3 = 15 pages will need to be printed by the clerk)

Cause No. _____ Style of Case: _____
Document to be served: _____
Relief requested/statute: _____

Please Select the type and quantity of issuance(s) needed:
(use other request forms for Abstracts/Executions/Order of Withholding)

Type	Amt	Quantity	Type	Amt	Quantity
Citation	\$8		All Writs	\$ 8	
Temp. Restraining Order	\$8		Precept	\$ 8	
Notice	\$8		Expunction Notices	\$15.96	
Show Cause Notice	\$8				

Service to be issued on: (If service address is outside of Caldwell County, party is responsible for service* and the service fee would not need to be paid through eFile.)

- Name _____
Address _____
City, State, Zip _____
- Name _____
Address _____
City, State, Zip _____

*****Check one of the options below for service method*****

Please serve by:

- _____ Caldwell County Sheriff/Constable
- _____ Certified Mail To be mailed to: _____
- _____ Restricted delivery (extra cost)
- _____ Posting
- _____ Publication OCA Website (Public Information Website)
- _____ Publication (Name of paper: _____) Amount of Time to Published: _____
- _____ I will bring in a file-marked copy of the service document to your office and/or mail in a file- marked copy of the service document for the issuance to be picked up.
_____ to be picked up by private process.
_____ to be picked up by attorney/ petitioner.
- _____ I have added the cost for a copy of the service document and have also added the service fee for the Sheriff/Constable or other service fee.
- _____ I will send a self-addressed stamped envelope with sufficient postage to:
Caldwell Co. District Clerk, 1703 S. Colorado St., Box 3, Lockhart, Tx 78644 for the return of the issuance and service document(s) or pay for postage through efile.

Requestor Name/phone number/email address _____