

REQUEST FOR ISSUANCE

- ❖ This document **MUST** be filed as a SEPARATE LEAD document when e-filing.
- ❖ Choose the File Code that best represents your 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 requested: 5 x 3 = 15 pages will need to be printed by clerk)

Cause No.

Style of Case:

Document Served:

Relief Requested/Statute:

Select the type and quantity of issuance(s) needed:
(Abstracts/Executions/Order of Withholding have separate forms)

TYPE	COST	QUANTITY	TYPE	COST	QUANTITY
Citation	\$8		All Writs	\$8	
Temp. Restraining Order	\$8		Precept	\$8	
Notice	\$8		Expunction Notices	\$18.50/agency (external)	
Show Cause Notice	\$8		Copies	\$1/page	

Serviced to be issued on: (If service address is outside of Caldwell County, party is responsible for getting documents to the correct county and the service fee would not need to be paid through e-file.)

1. Name:
Address:
City, State, Zip
2. Name:
Address:
City, State, Zip

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

Please serve by:

- Caldwell County Sheriff/Constable (\$90 In-county service)
 Certified Mail Restricted Delivery (Extra cost)
 Posting
 Publication: OCA Website Paper : _____
 *Newspaper fees separate to be paid by requestor. Time published: _____
 To be picked up: By attorney/private process By petitioner (I have my own copy)
 To be mailed back: Postage/copies paid via e-file Self-addressed POSTAGE PAID envelope
 Mail to: _____
 To be emailed to: _____

REQUESTOR NAME/ PHONE NUMBER/ EMAIL