Clay County District Clerk

Phone: 940-538-4561

**E-FILING REQUEST FOR ISSUANCE**

* This document must be filed as a separate LEAD document when e-filing

 Filing Codes: new suits select “**application**”; subsequent filings select “**request**”

* Select the type of issuance using the “optional services” fee section
* Choose the correct fee for service by sheriff, constable or certified mail if needed.
* Process served in Clay County will require the service document to be attached, if you are not mailing or hand delivering a file marked copy, you must add “copies for service” fee and enter the number of pages the clerk needs to print. The fee is $1 per page.

CAUSE NUMBER:

STYLE OF CASE:

DOCUMENT TO BE SERVED:

NAME OF PARTY TO BE SERVED:

ADDRESS FOR SERVICE:

\*Please use additional pages if more parties are to be served\*

PLEASE SELECT THE TYPE AND QUANTITY OF ISSUANCE(S) REQUESTED

|  |  |  |
| --- | --- | --- |
| **TYPE** | **AMOUNT** | **QUANTITY** |
| ALL WRITS | $8 |       |
| CITATION | $8 |       |
| NOTICE | $8 |       |
| PRECEPT | $8 |       |
| SHOW CAUSE NOTICE  | $8 |       |
| TRO | $8 |       |

**\*\*\*\*CHECK ONE OF THE OPTIONS BELOW FOR YOUR PREFERRED SERVICE METHOD\*\*\*\***

[ ]  Hold at Clerk’s office for pick up. I will bring a file marked copy of the service document to attach to the issuance.

 [ ]  I request the service be returned by e-service at the following email address:

[ ]  Please have the Sheriff/Constable serve. I have included the cost for a copy of the service document as well as the fee for the Sheriff/Constable.

[ ]  Please serve by Certified Mail. I have included to cost for a copy of the service document as well as the Certified Mail service fee.

Requestors Name:

Phone number:

Email Address: