

**E-FILING REQUEST FOR ISSUANCE**

- ❖ This document **MUST** be filed as a separate LEAD document when e-filing.
- ❖ Choose the **Filing code:**
  - (New Suits select: **“Application”** and on Subsequent filings select **“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 for 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 printed by the clerk)

**Cause No.** \_\_\_\_\_ **Document to be served:** \_\_\_\_\_

Style of Case: \_\_\_\_\_

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 Withholdings*

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

Type	Amt	Quantity	Type	Amt	Quantity
Citation	\$8		Expunction Notices: Petition & Order	\$11	
Citation for Foreclosure	\$46		Expunction Notices: Amended Petition	\$5	
Notice	\$8		Expunction Orders: Amended Orders	\$8	
Show Cause Notice	\$8		Letter Rogatory	\$8	
Temporary Restraining Order	\$8		Commission	\$8	
Protective Order Notice			All Writs	\$8	

**Note: PUBLICATION COSTS – If publication is requested in the Denton Record Chronicle, we will provide your contact information to the Denton Record Chronicle for billing.**

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 \*\*\*\*\***

**Please hold at Clerks office:**

\_\_\_\_\_ I will bring in a file-marked copy of the service document to your office for the issuance to be picked up at the front counter.

\_\_\_\_\_ I request that the issuance be returned by e-service. (service document copy fee and service fee not required)  
E-mail Address 1. \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_ Please serve by Denton County Constable/Sheriff (I have added the cost for a copy of the service document and have also added the service fee for the Sheriff/Constable)

\_\_\_\_\_ Please serve by Certified Mail (I have added the cost for a copy of the service document and have also added the Certified Mail service fee.)

**Additional Notes:** \_\_\_\_\_

Requestor Name & Phone number: \_\_\_\_\_