

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
Citation	\$6	
Notice	\$6	
Show Cause Notice	\$6	
Precept	\$6	

Note: PUBLICATION COSTS – If publication is requested in the Bay City Tribune or The Sentinel. Please contact that newspaper for billing information.

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 and/or mail in a file-marked copy of the service document for the issuance to be picked up at the front counter

_____ I will send a self-addressed stamped envelope with sufficient postage to: Matagorda County County Clerk; 1700 7th St. Room 202 TX 77414 for the return of the issuance and service document(s)

_____ Please serve by Matagorda County Constable/Sheriff

_____ Please serve by Certified Mail

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.

Additional Notes: _____

Requestor Name & Phone number: _____