Phone Number:____

201 Caroline | P.O. Box 4651 | Houston, Texas 77210-4651 | 832-927-5800 | www.hcdistrictclerk.com

Request for Issuance of Service CASE NUMBER: CURRENT COURT:	
Name(s) of Documents to be served:	
FILE DATE: Month/Day/Year SERVICE TO BE ISSUED ON (Please List Exactly As The Name Appears In The Pleading To Be	
Served):	
Issue Service to:	
Address of Service:	
City, State & Zip:	
Agent (if applicable)	
TYPE OF SERVICE/PROCESS TO BE ISSUED: (Check the proper Box)	
☐ Citation ☐ Citation by Posting ☐ Citation by Publication ☐ Citations Rule 106 Serv ☐ Citation Scire Facias Newspaper	ice
☐ Temporary Restraining Order ☐ Precept ☐ Notice	
☐ Protective Order	
Secretary of State Citation (\$12.00) Capias (not by E-Issuance) Attachment (not by E-Issuance)	ınce)
☐ Certiorari ☐ Highway Commission/Texas Department of Transportation (\$12.00)
☐ Commissioner of Insurance (\$12.00) ☐ Hague Convention (\$16.00) ☐ Garnishment	
☐ Habeas Corpus (not by E-Issuance) ☐ Injunction ☐ Sequestration	
☐ Subpoena	
Other (Please Describe)	
(See additional Forms for Post Judgment Service)	
SERVICE BY (check one): ATTORNEY PICK-UP (phone) E-Issuance by District Clerk MAIL to attorney at: (No Service Copy Fees Charged) CONSTABLE CERTIFIED MAIL by CONSTABLE used to retrieve the E-issuance Service Documents. CERTIFIED MAIL by DISTRICT CLERK Visit www.hcdistrictclerk.com for more instructions.	
CIVIL PROCESS SERVER - Authorized Person to Pick-up: Phone: OTHER, explain	<u> </u>
Issuance of Service Requested By: Attorney/Party Name:Bar # or ID	
Mailing Address:	