



# Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

201 Caroline | P.O. Box 4651 | Houston, Texas 77210-4651 | 832-927-5800 | [www.hcdistrictclerk.com](http://www.hcdistrictclerk.com)

## *eIssuance Service Delivery*

**Effective December 18, 2018, with the exception of a Capias, you will be able to receive your service documents online through our website.** The eIssuance delivery allows the attorney the ability to receive their service document by using the email address associated to their E-FileTexas.gov account.

### *How do I request eIssuance?*

To request your service documents to be returned by eIssuance you will need to include the Civil Process Request form located on our website <http://www.hcdistrictclerk.com>. After accessing the website, download the form by clicking on the Online Services tab, Forms tab then the General Forms tab.



Once the form has been completed and you have selected eIssuance as your delivery type, submit it along with your filing using the normal eFiling process.

**\*\*Note:** The copy of the petition will be provided and attached by the attorney/filer. Do not submit payment for service copies.

### *How do I receive my eIssued service?*

Once your service request has been completed and processed by the clerk, you will receive an email notifying you that the service document is ready. Click on the link that was provided to download your service. (The notification will be returned to the email address listed in the envelope that originated the request.)



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Sign into your account on the Harris County District Clerk’s website, click on Online Services for My Filings and from this page, select the eIssuance tab.



After clicking on the eIssuance tab you will see the requested service instruments. Check the box to the left of the service instrument then click the Download Images tab to download or print.

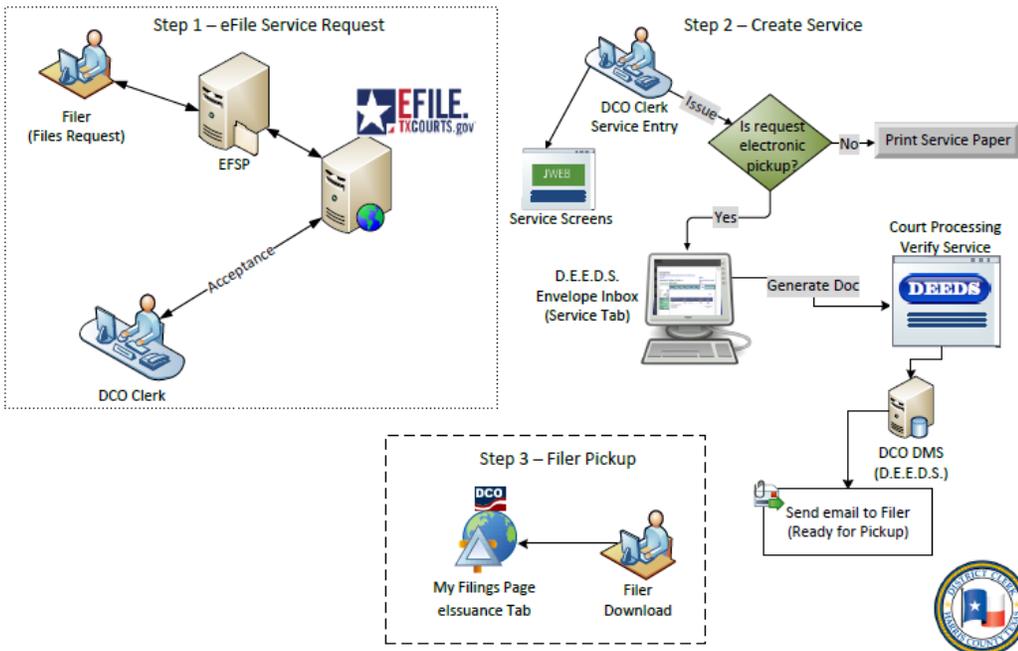
## My Filings

Download Images

Pending	Recent	Search	eIssuance		
TOP 20					
Case/Cause	Court	File Date	Status		
7111111 -7	711	11/29/2018	Active - Civil		
Image	Tracking #	Service Type	Status	Service Party	
<input checked="" type="checkbox"/>	Confidential	7111111	CITATION	SERVICE ISSUED/IN POSSESSION OF SERVING AGENCY	Sew and Sew

After downloading and printing your document, you are now ready to attach your copy of the petition.

## CIVIL / FAMILY eCOURT eIssuance



If you have any comments, questions or concerns please email us at Dcsa@hcdistrictclerk.com.