



# Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

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 Service
- Citation Scire Facias    Newspaper \_\_\_\_\_
- Temporary Restraining Order     Precept     Notice
- Protective Order
- Secretary of State Citation (\$12.00)     Capias (not by E-Issuance)     Attachment (not by E-Issuance)
- Certiorari     Highway Commission (\$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  
(No Service Copy Fees Charged)
  - MAIL to attorney at: \_\_\_\_\_
  - CONSTABLE
  - CERTIFIED MAIL by District Clerk
- Note:** The email registered with EfileTexas.gov must be used to retrieve the E-Issuance Service Documents. Visit [www.hcdistrictclerk.com](http://www.hcdistrictclerk.com) for more instructions.
- CIVIL PROCESS SERVER - Authorized Person to Pick-up: \_\_\_\_\_ Phone: \_\_\_\_\_
  - OTHER, explain \_\_\_\_\_

Issuance of Service Requested By: Attorney/Party Name: \_\_\_\_\_ Bar # or ID \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_