Wise County District Clerk
Phone: (940) 627-5535

REQUEST FOR ISSUANCE

- This document **MUS**T be filed as a separate LEAD document when e-filing
- *Choose the **E-Filing Code:** **"REQUEST"***
- Select the type of issuance using the "Optional Services" fee section on the e-filing screen
- Most service issued requires a document to be attached, you must add the "Copies for Service" fee and enter the number of pages the clerk needs to print. The fee is $1.00 per page (ex: Petition has 5 pages, 3 citations are requested: 5 X 3 = 15 pages that will need to be printed by the clerk. The total "Copies for Service" fee is $15.00.)

CAUSE NO._____ STYLE OF CASE:_____

_____

DOCUMENT TO BE SERVED:_____

PLEASE SELECT THE TYPE AND QUANTITY OF ISSUANCE(S) REQUESTED:

TYPE	AMOUNT	QUANTITY
All Writs	$8	
Citation	$8	
Citation for Expedited Foreclosure	$8	
Notice	$8	
Precept	$8	
Show Cause Notice	$8	
Temporary Restraining Order	$8	

(citation, TRO, etc)

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*****

_____ Hold in Clerk's office. I will bring in file-marked copy/copies of the service document to be attached by clerk

_____ Please return the issuance by E-service. (copy fee for service document is not required)
E-mail Address: _____

_____ Send to Wise County Constable for service. (Service fee and service copies must be paid for in "Optional Services")

_____ Please serve by Certified Mail. (Service fee and service copies must be paid for in "Optional Services")

Requestor Name & Phone number:_____