

## E-FILING REQUEST FOR ISSUANCE

PLEASE USE THIS FORM WHEN REQUESTING ISSUANCE OF THE SERVICES LISTED BELOW THROUGH THE E-FILING SYSTEM.

THIS FORM DOES NOT APPLY TO: ABSTRACTS, WRIT OF EXECUTION, WRIT OF ALIAS EXECUTION, WRIT OF POSSESSION, ORDER OF SALE, SUBPOENAS AND SPOUSAL WITHOLDING. FORM AVAILABLE ONLINE AT <http://www.epcounty.com/districtclerk/forms.htm>

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Cause No. \_\_\_\_\_

Phone No. \_\_\_\_\_

E-Mail back to: \_\_\_\_\_

Mail Back to: \_\_\_\_\_

or to be Picked Up by: \_\_\_\_\_

- This document **MUST** be filed as a separate lead document when e-filing.
- Use the filing code "Request" and add the type of issuance in the filing description field.
- Select the type of issuance using the "Optional Services" section on the e-filing screen.
- Printed citations need a copy of the conformed pleading being served
- TRO's, Show cause notices, Capias and Citations by posting and publication require a copy of the corresponding orders if issuance is being printed and/or forwarded to Sheriff's Office for service
- If applicable you must add the copies using the "Optional Services", select Copies – Non-Certified and add as many pages as needed. (For Example: Petition is 5 pages, 3 citations are requested: 5x3=15 pages will need to be printed by Clerk)

Issuance Type	Fee:	Quantity
Citation Personal Service	\$8.00	
Citation Non Resident	\$8.00	
Citation by Certified Mail	\$8.00	
TRO	\$8.00	
Show Cause Notice	\$8.00	
Writ of Garnishment	\$8.00	
Bill of Cost	\$5.00	
Capias	\$8.00	

Service Type	Fee:	Quantity
Service by Certified Mail District Clerk (select issuance fee quantity)	\$57.00	
Service by Certified Mail Outside Service	\$0.00	
Service by Registered Mail (Rule 736)	\$5.00	
Mail back to Process Server/Requestor	\$5.00	
Service by Sheriff Personal Service	\$110.00	
Service by Sheriff Posting	\$75.00	
Service by Sheriff Publication	\$75.00	

Pleading being served (For example: Original Petition, Amended Petition): \_\_\_\_\_

<b>Notes to the Clerk</b>