

E-filing Service Request

Cause No. _____ Document to be attached: _____

Style of Case: _____

*Please use this form when requesting issuance of the below listed types of issuance through the e-filing system.
 Abstracts, Executions & Subpoenas use additional forms*

Please select the type and quantity of issuance(s) needed:

Issuance Fees:			Sheriff Service Fees:		
Type	Amount	Quantity	Type	Amount	Quantity
Abstract of Judgement	\$ 8.00		Citation – Personal Service	\$ 150.00	
Capias/Bench Warrant	\$ 8.00		Citation – Posting (courthouse)	\$ 60.00	
Citations – All	\$ 8.00		Citation – Publication	\$ 150.00	
Notices	\$ 8.00		Subpoena	\$ 150.00	
Precept/Show Cause	\$ 8.00		TRO/Protective Order	\$ 150.00	
Subpoena	\$ 8.00		Writs	\$ 200.00	
TRO/Protective Order	\$ 8.00		Certified Mail	\$ 150.00	
Writs – All	\$ 8.00				
Copies – Printed (per page)	\$ 1.00				
Copies – Electronic Formats Up to 10 pages	\$ 1.00				
Additional pages (per page)	\$ 0.10				

Note: PUBLICATION COSTS – If publication is requested through the newspaper there will be additional cost from the newspaper for the publication

Name of Party to be served: _____

Address for Service: _____

Requested By: _____ Phone: _____

**Please attach additional pages if there are additional parties to be served
 Check one of the options below for your preferred method of service**

- County Sheriff/Constable \$150.00 in addition to above issuance cost.
 (Please be sure and add service fee using "Optional Services" feature when e-filing. Failure to may result in your filing being rejected)
- To be held at Clerks office for pick-up
- Mail to: _____