

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. _____

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.
- Citations need a copy of the conformed original petition.
- TRO's, Show cause notices, Capias and Citations by posting and publication require a copy of the corresponding orders.
- 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	Service Type	Fee:	Quantity
Citation	\$8.00		Service by Certified Mail	\$57.00	
Citation By Mail	\$8.00		Service by Registered Mail (Rule 736)	\$5.00	
Citation Non Resident	\$8.00		Mail back to Process Server	\$5.00	
TRO	\$8.00		Service by Sheriff Personal Service	\$100.00	
Show Cause Notice	\$8.00		Service by Sheriff Posting	\$65.00	
Writ of Garnishment	\$8.00		Service by Sheriff Publication	\$65.00	
Bill of Cost	\$5.00				
Capias	\$8.00				

Notes to the Clerk

Thank you for E-Filing.