Suzy Wright – District Clerk
Wood County, Texas
P.O. Box 1707 * Quitman, TX 75783 * Phone: 903-763-2361 * Fax: 903-763-1511

REQUEST FOR ISSUANCE OF SERVICE

CASE NUMBER: _____ **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**
- ☐ **Temporary Restraining Order**
- ☐ **Precept**
- ☐ **Notice**
- ☐ **Protective Order**
- ☐ **Capias**
- ☐ **Writ of Attachment**
- ☐ **Secretary of State Citation**
- ☐ **Injunction**
- ☐ **Writ of Garnishment**
- ☐ **Subpoena** *(Date and time to appear)*_____
- ☐ **Writ of Sequestration**
- ☐ **Other** (*Please Describe*): _____
- ☐ **Notice of Hearing Date**_____

SERVICE BY: (Check One)

- ☐ **ATTORNEY PICK-UP** (*Phone*)**:** _____
- ☐ **MAIL TO ATTORNEY AT:** _____ (*Postage Required*)
- ☐ **WOOD COUNTY SHERIFF** (*Fees Required*)
- ☐ **CERTIFIED MAIL by District Clerk** (*Fees Required*) to address:_____
- ☐ **CIVIL PROCESS SERVER -** Authorized Person to Pick-up: _____ Phone:_____
- ☐ **OTHER**, *Explain:* _____

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

Mailing Address:_____ Date: _____

Phone Number:_____ Signature:_____