AMANDA K. CALVERT

Hays County District Clerk

Hays County Government Center 712 S. Stagecoach Trail #2211 San Marcos, Texas 78666

PHONE (512) 393-7660 FAX (512)393-7674

ISSUANCE OF PROCESS INSTRUCTIONS

CAUSE NUMBER: _____

TYPE OF PROCESS:

□ Citation □ Citation by Posting □ Temporary Restraining Order

□ Citation by Publication (Please indicate which newspaper below)

□ Temporary Injunction □ Permanent Injunction □ Show Cause Notice

□ Precept □ Appl. and Temp Ex Parte Protective Order □ Capias

□ Writ of Attachment (person) □ Writ of Habeas Corpus □ Writ of Sequestration

□ Writ of Garnishment □ Civil Subpoena □ Criminal Subpoena

□ Scire Facias (Death of Plaintiff) (Death of Defendant) (Revive Dormant Judgment)

□ Other _____(Do not request post judgment remedies on this form, use other form (Execution, Orders of Sale, Abstracts)

TYPE OF SERVICE:

□ Attorney will pick up (Place in Attorney Box)

□ Runner/Process Server will pick up (Place in pick up box)

□ E-Mail to Attorney's Office/Requesting Party:_____

□ Mail to Attorney's Office/Requesting Party

□ Forward to Constable's Office (Circle one) Precinct - 1 2 3 4 5
(**Service Fee and Copy or Copy Fee Required**)

□ Serve by Certified Mail **Service Fee and Copy or Copy Fee Required**

□ Publication (Circle one) Hays Free Press San Marcos Daily Record OCA
(*Service Fee Required*) **Brief Statement of Suit Required** (use reverse side)

□ Posting at Courthouse Door (*Service fee/copy fee required*)
Brief Statement of Suit Required (use reverse side)

TITLE OF DOCUMENT TO BE SERVED AND FILE DATE;_____

_____

PARTY TO BE SERVED: (Please fill out a new request form per party to be served)
****Do not complete this section if requesting Criminal / Civil Subpoena****
NAME/AGENT:_____

ADDRESS:_____

CITY/STATE/ZIP:_____

SIGNATURE OF PARTY REQUESTING SERVICE:_____
PHONE NUMBER:_____ E-MAIL:_____

****IF SERVICE IS NOT PICKED UP WITHIN 14 BUSINESS DAYS, IT WILL BE DESTROYED****