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:_____

- 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 by Posting	$8.00	
Citation by Publication	$8.00	
Citation by Sub 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 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	$125.00	
Service by Sheriff Posting	$85.00	
Service by Sheriff Publication **See Note**	$85.00	
Notice of Protective Order	$8.00**	
**Applicant not required to pay costs		

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

NOTE: The El Paso County Sheriff's Office is temporarily unable to assist with notice by publication in the El Paso Times newspaper. The Sheriff's Office remains available to assist with notice by publication in other available newspapers. For any questions, you may contact the Sheriff's Office Civil Process Section at (915) 538-2262.

Notes to the Clerk