

# Jamie Clem

## NOLAN COUNTY DISTRICT CLERK

100 E. Third St., Suite 200 | Sweetwater, Texas 79556 | 325-235-2111

### **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*)

<input type="checkbox"/> Citation	<input type="checkbox"/> Citation by Posting	<input type="checkbox"/> Citation by Publication	<input type="checkbox"/> Citations Rule 106 Service
<input type="checkbox"/> Temporary Restraining Order	<input type="checkbox"/> Precept	<input type="checkbox"/> Capias	<input type="checkbox"/> Notice
<input type="checkbox"/> Protective Order	<input type="checkbox"/> Injunction	<input type="checkbox"/> Writ of Attachment	<input type="checkbox"/> Writ of Garnishment
<input type="checkbox"/> Secretary of State Citation	<input type="checkbox"/> Subpoena	<input type="checkbox"/> Writ of Sequestration	
<input type="checkbox"/> Other ( <i>Please Describe</i> ): _____			

**SERVICE BY:** (*Check One*)

**E-ISSUANCE BY DISTRICT CLERK** (*No Copy Fees Charged for E-Issuance*)

Deliver to Email: \_\_\_\_\_ (*Attorney/Party Responsible for Service & Return*)

**ATTORNEY PICK-UP (Phone):** \_\_\_\_\_

**MAIL TO ATTORNEY AT:** \_\_\_\_\_ (*Postage Required*)

**NOLAN 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: \_\_\_\_\_