

## E-FILING REQUEST FOR ISSUANCE

- \* This document **MUST** be filed as a separate lead document when e-filing.
- \* Choose the appropriate **filing code** listed below:  
New Suits - select **Application** Subsequent Filings - select **Request**
- \* Select the type of issuance using the "Optional Services" section on the e-filing screen.
- \* Please list service document(s) you are requesting to be served under "Documents to be Served" section listed below.

**Cause No.** \_\_\_\_\_

**Style of Case:** \_\_\_\_\_

**Document(s) to be served:** \_\_\_\_\_

Please use this form when requesting issuance of the below listed types of issuance through the e-filing system.

**Please select the type and quantity of issuance(s) needed:**

Type	Amt	Qty	Type	Amt	Qty
Citation	\$8		Expunction Notice: Petition	\$10	
Notice	\$8		Expunction Notice: Amended Petition	\$10	
Show Cause Notice	\$8		Expunction Order(s)	\$10	
Temporary Restraining Order	\$8		Letter Rogatory	\$8	
Precept	\$8		All Writs	\$8	

\*Note: If publication is requested through local newspaper, please contact them directly for billing information.

Name of party to be served: \_\_\_\_\_ Type: \_\_\_\_\_

Address for service: \_\_\_\_\_

Name of party to be served: \_\_\_\_\_ Type: \_\_\_\_\_

Address for service: \_\_\_\_\_

**\*\*\*\*\*Check one of the options below for your preferred service method.\*\*\*\*\***

Hold issuance and service document(s) at the Clerk's office. They will be picked up at the front counter by:

\_\_\_\_\_

I will send a self-addressed stamped envelope with sufficient postage to: Matagorda County District Clerk, 1700 Seventh Street, Rm 307, Bay City, Texas 77414 for the return of the issuance and service document(s).

Email issuance and service document(s) to: \_\_\_\_\_

Serve by Certified Mail.

Serve by Matagorda County Sheriff/Constable

Serve by Publication through Office of Court Administration's Public Information Website.

Additional Information: \_\_\_\_\_

\_\_\_\_\_

Requestor's name: \_\_\_\_\_ Phone number: \_\_\_\_\_