



Becky Moore
Coryell County District Clerk

P.O. Box 4 Gatesville, Tx 76528 | 254-865-5911 Ext: 100 | becky.moore@coryellcountytexas.gov

REQUEST FOR ISSUANCE OF SERVICE

CASE NUMBER: _____

COURT: _____

Name(s) of Documents to be Served: _____

FILE DATE (mm/dd/yyyy): _____

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 Publication	<input type="checkbox"/> Citation Rule 106 Service
<input type="checkbox"/> Citation by Posting	<input type="checkbox"/> Precept	<input type="checkbox"/> Notice
<input type="checkbox"/> Temporary Restraining Order	<input type="checkbox"/> Capias	<input type="checkbox"/> Writ of Attachment
<input type="checkbox"/> Protective Order	<input type="checkbox"/> Injunction	<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)*

<input type="checkbox"/> E-Issuance by District Clerk <i>(no copy fees charged for E-Issuance)</i>
Deliver to Email: _____ <i>(Attorney/Party responsible for service & return)</i>
<input type="checkbox"/> Attorney Pick-Up <i>(phone)</i> : _____
<input type="checkbox"/> Mail to Attorney At: _____ <i>(postage required)</i>
<input type="checkbox"/> Coryell County Sheriff <i>(fees required)</i>
<input type="checkbox"/> Certified Mail by District Clerk <i>(address)</i> : _____ <i>(fees required)</i>
<input type="checkbox"/> Civil Process Server – Authorized person to pick up: _____ Phone: _____
<input type="checkbox"/> Other <i>(explain)</i> : _____

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

Mailing Address: _____ Date: _____

Phone Number: _____ Signature: _____