

**Llano County District Clerk**

**REQUEST FOR ISSUANCE and SERVICE**

**eFile Instructions:**

- ❖ This document **MUST** be filed as a separate LEAD document when eFiling.
- ❖ Choose filing code “Request for Issuance” and add the type of issuance in the description field.
- ❖ Select the type of issuance using the “Optional Services” section on the eFiling screen.
- ❖ If Sheriff or Constable to serve, select that in “Optional Services or place under “Copy” section on the eFiling screen.

**Cause No.** \_\_\_\_\_ **Document to be served:** \_\_\_\_\_

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

Please use this form when requesting issuance of the below listed types of issuances through the e-filing system.  
Please use other request forms for: Subpoenas and Order Withholdings

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

Type	Amt	Quantity	Type	Amt	Quantity
Citation (Personal Service)	\$8		Writ: Attachment	\$8	
Citation by Publication*	\$8		Writ: Commitment	\$8	
Citation by Posting*	\$8		Writ: Garnishment	\$8	
Notice	\$8		Writ: Possession	\$8	
Precept	\$8		Writ: Sequestration	\$8	
Show Cause Notice	\$8		Writ: Other _____	\$8	
Temporary Restraining Order	\$8		Expunction Notices: Petition & Order	\$15	
Protective Order Citation	\$16		Abstract of Judgment	\$8	

**Note: PUBLICATION COSTS are billed to the person whom requested the publication and must be paid directly to the publication entity.**

**\*State relief requested:**

\_\_\_\_\_

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

Address for Services: \_\_\_\_\_

Name of Paper: \_\_\_\_\_

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

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\_\_\_\_\_ Please hold at Clerk's office. I will provide a file-marked copy of the service document and will:  
Send a self-addressed stamped envelope with sufficient postage to:  
Llano County District Clerk – 832 Ford Street, Llano, TX 78643 for the return issuance.

\_\_\_\_\_ Forward it to the Clerk (along with the service fee, if needed) for pick-up by  
Sheriff or Constable.

\_\_\_\_\_ Forward it to the Clerk for pick-up by Private Process Server: \_\_\_\_\_

\_\_\_\_\_ Forward it to the Clerk for service by Certified Mail (along with the service fee)

\_\_\_\_\_ Please forward to Clerk for certified mail, Sheriff/Constable or Private Process Server – service  
fee (if needed) paid for through eFiling.

\_\_\_\_\_ Please eFile back to me (information below).

*Please pay for a copy or copies of the service document if any need to be attached to your  
requested issuance. Please be sure to add the correct service fee using the "Optional Services"  
feature when eFiling.*

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Service Requested By:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_