

ELAINE H. CÁRDENAS

County Clerk
Hays County, Texas



712 S. Stagecoach Trail, Suite 2008
San Marcos, Texas 78666
Phone: (512) 393-7738
Fax: (512) 393-7735

ISSUANCE OF PROCESS INSTRUCTIONS

(One request form per party to be served)

CAUSE NUMBER: _____

TYPE OF PROCESS *(check one):*

- | | |
|---|---|
| <input type="checkbox"/> Citation by Personal Service | <input type="checkbox"/> Citation/Temporary Restraining Order |
| <input type="checkbox"/> Citation by Posting | <input type="checkbox"/> Show Cause Notice |
| <input type="checkbox"/> Citation by Certified Mail | <input type="checkbox"/> Abstract of Judgment |
| <input type="checkbox"/> Citation by Publication | <input type="checkbox"/> Writ of Attachment (person) |
| <input type="checkbox"/> Writ of Execution | <input type="checkbox"/> Writ of Sequestration |
| <input type="checkbox"/> Writ of Garnishment | <input type="checkbox"/> Writ of Possession |
| <input type="checkbox"/> Subpoena | <input type="checkbox"/> Other: _____ |

TYPE OF SERVICE *(check one):*

- | | | | | | |
|---|---|---|---|---|---|
| <input type="checkbox"/> Hold for Pick Up by Attorney | <input type="checkbox"/> Certified Mail | <input type="checkbox"/> Posting at Courthouse Door | | | |
| <input type="checkbox"/> Hold for Pick Up by Runner/Process Server | <input type="checkbox"/> Publication: _____ | | | | |
| <input type="checkbox"/> Forward to Hays County Constable's Office Precinct (Circle One): | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> Mail to Attorney/Requesting Party to the following address: | | | | | |

TITLE OF DOCUMENT/INSTRUMENT TO BE SERVED: _____

DOCUMENT FILE DATE: _____

SPECIAL INSTRUCTIONS: _____

PARTY TO BE SERVED: *(Please complete a new request form per party to be served)*

Name/Agent: _____

Mailing Address: _____

City/State/Zip: _____

Signature of Party Requesting Service

Phone Number: _____

E-Mail: _____