



**BEVERLY CRUMLEY**  
**HAYS COUNTY DISTRICT CLERK**



Hays County Government Center 712 S. Stagecoach Trail #2211 San Marcos, Texas 78666  
PHONE (512) 393-7660 FAX (512)393-7674

**ISSUANCE OF PROCESS INSTRUCTIONS**  
**CAUSE NUMBER: \_\_\_\_\_**

**TYPE OF PROCESS:**

- Citation                       Citation by Posting                       Temporary Restraining Order
- Citation by Publication (Please indicate which newspaper below)
- Temporary Injunction                       Permanent Injunction                       Show Cause Notice
- Precept                       Appl. and Temp Ex Parte Protective Order                       Capias
- Writ of Attachment (person)                       Writ of Habeas Corpus                       Writ of Sequestration
- Writ of Garnishment                       Civil Subpoena                       Criminal Subpoena
- Scire Facias (Death of Plaintiff) (Death of Defendant) (Revive Dormant Judgment)
- Other \_\_\_\_\_ (Do not request post judgment remedies on this form, use other form (Execution, Orders of Sale, Abstracts))

**TYPE OF SERVICE:**

- Attorney will pick up (Place in Attorney Box)
- Runner/Process Server will pick up (Place in pick up box)
- Mail to Attorney's Office/Requesting Party
- Forward to Constable's Office (Circle one) Precinct - 1 2 3 4 5  
(\*Service Fee and Copy or Copy Fee Required\*)
- Serve by Certified Mail \*\*Service Fee and Copy or Copy Fee Required\*\*
- Publication (Circle one) Hays Free Press San Marcos Daily Record Other  
(\*Service Fee Required\*) Brief Statement of Suit (use reverse side)
- Posting at Courthouse Door  
(\*Service fee and copy or copy fee required\*) Brief Statement of Suit (use reverse side)

TITLE OF DOCUMENT TO BE SERVED AND FILE DATE: \_\_\_\_\_  
\_\_\_\_\_

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

**\*\*Do not complete this section if requesting Criminal / Civil Subpoena\*\***

NAME/AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

SIGNATURE OF PARTY REQUESTING SERVICE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**\*\*IF SERVICE IS NOT PICKED UP WITHIN 14 BUSINESS DAYS, IT WILL BE DESTROYED\*\*\*\***