



AVREY ANDERSON
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:

- Input boxes for Citation, Citation by Posting, Temporary Restraining Order, Citation by Publication, Temporary Injunction, Permanent Injunction, Show Cause Notice, Precept, Appl. and Temp Ex Parte Protective Order, Capias, Writ of Attachment, Writ of Habeas Corpus, Writ of Sequestration, Writ of Garnishment, Civil Subpoena, Criminal Subpoena, Scire Facias, and Other.

TYPE OF SERVICE:

- Input boxes for Attorney will pick up, Runner/Process Server will pick up, E-Mail to Attorney's Office, Mail to Attorney's Office, Forward to Constable's Office (Precinct 1-5), Serve by Certified Mail, Publication (Hays Free Press, San Marcos Daily Record, Other), and Posting at Courthouse Door.

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\*\*\*\*