

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 PROCECC. |
|--|
| 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 ☐ Other ☐ Onot request post judgment remedies on |
| ☐ 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) |
| E-Mail to Attorney's Office/Requesting Party: |
| ☐ 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**) |
| Service rec and Copy of Copy rec 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**