

REQUEST FOR ISSUANCE

CAUSE NUMBER: _____

TYPE OF ISSUANCE: *E-FILING-YOU MUST ASSESS THE TYPE OF ISSUANCE, TYPE OF SERVICE, SERVICE FEES, AND COPY FEES ACCORDINGLY*

- CITATION
- PRECEPT
- TRO
- PROTECTIVE ORDER
- ABSTRACT OF JUDGMENT
- WRIT OF EXECUTION
- OTHER: _____

TYPE OF SERVICE:

- POTTER COUNTY SHERIFF *SERVICE FEE AND COPY FEE REQUIRED*
- CIVIL PROCESS SERVER-AUTHORIZED PERSON TO PICK-UP: _____
- POSTING *SERVICE FEE AND COPY FEE REQUIRED*
- PUBLICATION *SERVICE FEE REQUIRED*
- CERTIFIED MAIL *SERVICE FEE AND COPY FEE REQUIRED*
- TO BE MAILED TO PARTY REQUESTING SERVICE *SELF ADDRESSED STAMPED ENVELOPE AND/OR POSTAGE FEE REQUIRED*
- TO BE EMAILED TO PARTY REQUESTING SERVICES-**MUST INCLUDE EMAIL ADDRESS**

TITLE OF DOCUMENT: _____

FOR EACH PARTY SERVED YOU MUST ASSESS THE APPROPRIATE NUMBER OF COPIES OF THE DOCUMENT TO BE SERVED * UNLESS CLERK IS TO EMAIL, THEN NO COPY FEE IS REQUIRED*

FILE MARKED DATE OF DOCUMENT TO BE SERVED: ____/____/____

PARTY TO BE SERVED: (PLEASE FILL OUT A NEW REQUEST FORM PER PARTY TO BE SERVED)

NAME: _____

ADDRESS: _____

AGENT, IF APPLICABLE: _____

PARTY/ATTORNEY REQUESTING SERVICE:

NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____