

**DANA HOGG
HARDIN COUNTY DISTRICT CLERK**



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Kountze, Texas 77625

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REQUEST PROCESS OF SERVICE SHEET

Please use this form when requesting issuance types as listed below through the e-filing system.

- ◆ This completed form MUST be filed as a separate **LEAD** document when e-filing.
- ◆ Select the type of issuance using the “*Optional Services*” section on the e-filing screen.
- ◆ If service is required, you must add the “*Copy Fee non-certified*” and enter the number of pages that the clerk’s office needs to print (Ex: Petition is 5 pages, 3 citations are requested; 5 x 3 = 15 pages to be printed by the clerk’s office) through the optional services section on the e-filing screen.

Cause # _____ Document to be attached: _____

Style of Case: _____

vs. _____

Please select the type and quantity of issuance(s) requested:

ISSUANCE FEES			HARDIN COUNTY SHERIFF SERVICE FEES		
Type	Amt	Quantity	Type	Amt	Quantity
Abstract of Judgment	\$8		Citation – Personal Service	\$100	
Capias/Bench Warrant	\$8		Citation – Posting	\$50	
Citations	\$8		Citation – Publication Name of Newspaper _____	\$100	
Citation by Certified Mail (includes preparation cost of citation)				\$108	
Notices	\$8		Subpoena	\$100	
Precept/Show Cause	\$8		TRO/Protective Order	\$100	
TRO/Protective Order	\$8		Writ - Sequestration / Execution	\$200	
Writs – ALL TYPES	\$8		Writs of Possession	\$150	
			Writs-Attachment / Garnishment	\$100	

**** Note: PUBLICATION COSTS – If publication is requested through the newspaper, there will be an additional cost from the newspaper for the publication.**

Name of party to be served: _____

Address for Service: _____ Apt: _____
City: _____ State: _____ Zip: _____

Requesting atty/pro se: _____ Phone: _____

Please attach additional pages if there are additional parties to be served.

*** Check one of the options below for your preferred method of service ***

Deliver to HC Sheriff Return via e-mail/e-file (email address: _____)

Return via mail (must pay for postage under optional services on e-file) To be held by clerk for pick-up