



Valerie Romo

Ward County District Clerk

PO BOX 440, MONAHANS, TEXAS 79756 (432) 943-2751

REQUEST FOR ISSUANCE OF SERVICE

CASE NUMBER: _____ COURT: _____

Name(s) of Documents to be Served: _____

FILE DATE: _____ Month/Day/Year

SERVICE TO BE ISSUED ON *(Please List Exactly As The Name Appears In The Pleading To Be Served):*

Issue Service to: _____

Address of Service: _____

City, State & Zip: _____

Agent *(If Applicable)*: _____

TYPE OF SERVICE/PROCESS TO BE ISSUED: *(Check the Proper Box)*

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CITATION

WRIT OF GARNISHMENT

SECRETARY OF STATE CITATION

WRIT OF EXECUTION

PRECEPT

WRIT OF ATTACHMENT

CAPIAS

OTHER, *Explain:* _____

SERVICE BY: *(CHECK ONE)*

ATTORNEY PICK UP

MAIL TO ATTORNEY AT: _____

CERTIFIED MAIL *(Fees Required)* to address: _____

CIVIL PROCESS SERVER-

Authorized Person to Pick-up: _____ Phone: _____

OTHER, *Explain:* _____

Issuance of Service Requested by: Attorney/Party Name: _____ Bar #/ID _____

Mailing Address: _____ Date: _____

Phone Number: _____ Signature: _____