

**ELAINE H. CÁRDENAS**

County Clerk  
Hays County, Texas



712 S. Stagecoach Trail, Suite 2008  
San Marcos, Texas 78666  
Phone: (512) 393-7738  
Fax: (512) 393-7735

**ISSUANCE OF PROCESS INSTRUCTIONS**

*(Please fill out a separate request form for each party to be served)*

CAUSE NUMBER: \_\_\_\_\_

**TYPE OF PROCESS (check one):**

- |   |   |
|---|---|
| <input type="checkbox"/> Citation by Personal Service | <input type="checkbox"/> Citation/Temporary Restraining Order |
| <input type="checkbox"/> Citation by Posting          | <input type="checkbox"/> Certified Mail                       |
| <input type="checkbox"/> Citation by Certified Mail   | <input type="checkbox"/> Show Cause Notice                    |
| <input type="checkbox"/> Citation by Publication      | <input type="checkbox"/> Abstract of Judgment                 |
| <input type="checkbox"/> Writ of Execution            | <input type="checkbox"/> Writ of Attachment (person)          |
| <input type="checkbox"/> Writ of Garnishment          | <input type="checkbox"/> Writ of Sequestration                |
| <input type="checkbox"/> Subpoena                     | <input type="checkbox"/> Writ of Possession                   |
|   | <input type="checkbox"/> Other: _____                         |

**TYPE OF SERVICE (check one):**

- Hold for Pick Up by Attorney
- Hold for Pick Up by Runner/Process Server
- Forward to Hays County Constable's Office Precinct (Circle One):    1    2    3    4    5
- Mail to Attorney/Requesting Party to the following address:  
\_\_\_\_\_  
\_\_\_\_\_
- Email to Attorney for Private Process Service: \_\_\_\_\_

**TITLE OF DOCUMENT/INSTRUMENT TO BE SERVED:** \_\_\_\_\_

**DOCUMENT FILE DATE:** \_\_\_\_\_

**PARTY TO BE SERVED:**

*\*Please fill out the following information exactly as you wish it to appear on the citation.*

Name or Entity : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Party Requesting Service**

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_