

REQUEST FOR ISSUANCE

Cause Number: _____

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

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

TYPE OF SERVICE:

- _____ **HAMILTON COUNTY SHERIFF’S OFFICE** *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, COPY FEE AND POSTAGE FEE RQUIRED*
- _____ PLEASE EMAIL: _____
- _____ OTHER: _____

TITLE OF DOCUMENT: _____

FOR EACH PARTY SERVED YOU MUST ASSESS THE APPROPRIATE NUMBER OF COPIES OF THE 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: _____
- MAILING ADDRESS: _____
- PHONE NUMBER: _____
- AGENT, IF APPLICABLE: _____

PARTY/ATTORNEY REQUESTING:

- NAME: _____
- MAILING ADDRESS: _____
- PHONE NUMBER: _____ FAX NUMBER _____
- EMAIL ADDRESS: _____