



Suzy Wright – District Clerk
Wood County, Texas

P.O. Box 1707 * Quitman, TX 75783 * Phone: 903-763-2361 * Fax: 903-763-1511

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)

- Citation Citation by Posting Citation by Publication Citations Rule 106 Service
Temporary Restraining Order Precept Notice
Protective Order Capias Writ of Attachment
Secretary of State Citation Injunction Writ of Garnishment
Subpoena (Date and time to appear) Writ of Sequestration
Other (Please Describe): Notice of Hearing Date

SERVICE BY: (Check One)

- E-ISSUANCE BY DISTRICT CLERK (No Copy Fees Charged for E-Issuance)
Deliver to Email: (Attorney/Party Responsible for Service & Return)
ATTORNEY PICK-UP (Phone):
MAIL TO ATTORNEY AT: (Postage Required)
WOOD COUNTY SHERIFF (Fees Required)
CERTIFIED MAIL by District Clerk (Fees Required) to address:
CIVIL PROCESS SERVER - Authorized Person to Pick-up: Phone:
OTHER, Explain:

Issuance of Service Requested By: Attorney/Party Name: Bar # or ID:

Mailing Address: Date:

Phone Number: Signature: