

# E-Filing Request for Issuance

Panola County Clerk

903-693-0302

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

1. This document MUST be filed as a separate LEAD document when e-filing
2. When filing this document, choose the Filing Code **"No Fee Document"** when filing a new case, and choose the Filing Code **Request** for subsequent filings
3. Select the type and number of issuance(s) using the "Optional Services" section in the e-filing system
4. If a service document is required, you must add the "Copies for Service" and enter the number of pages the clerk will be required to print and provide (Ex: Application is 5 pages, 3 citations are requested: 5 X 3 = 15 pages will be printed and provided by the clerk), unless you will be providing copies of the service document.

Cause No. \_\_\_\_\_ Style of Case: \_\_\_\_\_

Document to be Served: \_\_\_\_\_

Issuance and Service Fee Schedule	
Issuance of Citations, Writs, Notices, Subpoenas (each)	\$ 8.00
Posting Fee (Panola County Sheriff)	90.00
Personal Service (Panola County Sheriff)	90.00
Certified Mail	90.00
Personal Service - Writ (Panola County Sheriff)	150.00
Issuance of Abstract Judgments (each)	8.00

**Note: Citation will be issued and posted for ALL probate cases (fees are not included in initial filing fees)**

**Note: All requests for citations/notices by publication will be sent to the requestor for forwarding and payment to the newspaper.**

Party to be Served: \_\_\_\_\_

Address for Service: \_\_\_\_\_

Type of Service:  Personal Service  Certified Mail, Return Receipt  
 Publication  Certified Mail, Restricted Delivery

Party to be Served: \_\_\_\_\_

Address for Service: \_\_\_\_\_

Type of Service:  Personal Service  Certified Mail, Return Receipt  
 Publication  Certified Mail, Restricted Delivery

- I will deliver a file-marked copy of the service document(s) to your office for each issuance.
- Please return by e-service or email to me. I will forward to the newspaper for publication or to a private process server for out-of-state service.

Email address: \_\_\_\_\_

- Please deliver to the Panola County Sheriff for personal service. I have paid for service by the Sheriff under Optional Services.

Additional Notes: \_\_\_\_\_