



**LUCY ADAME-CLARK
BEXAR COUNTY CLERK
100 DOLOROSA, SUITE 104
SAN ANTONIO, TEXAS 78205**

CIVIL SERVICE REQUEST FORM		
CASE NUMBER:		DATE:
ISSUANCE REQUESTED:		
<input type="checkbox"/> INITIAL CITATION	<input type="checkbox"/> AMENDED PETITION	
<input type="checkbox"/> REISSUE	<input type="checkbox"/> CITATION BY PUBLICATION (COURTHOUSE) (\$30)	
<input type="checkbox"/> RULE 106	<input type="checkbox"/> CITATION BY PUBLICATION (HART BEAT)	
TYPE OF SERVICE TO BE ISSUED:		
<input type="checkbox"/> PRIVATE PROCESS	<input type="checkbox"/> OUT OF COUNTY	
<input type="checkbox"/> CERTIFIED MAIL (\$85)	<input type="checkbox"/> CONSTABLE'S OFFICE (\$85) PRECINCT ____ (PLEASE INDICATE PRECINCT #)	
1. PARTY TO BE SERVED:		
NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
<input type="checkbox"/> HOLD FOR PICK-UP	<input type="checkbox"/> MAIL TO CONTACT	
TYPE OF SERVICE TO BE ISSUED:		
<input type="checkbox"/> PRIVATE PROCESS	<input type="checkbox"/> OUT OF COUNTY	
<input type="checkbox"/> CERTIFIED MAIL (\$85)	<input type="checkbox"/> CONSTABLE'S OFFICE (\$85) PRECINCT ____ (PLEASE INDICATE PRECINCT #)	
2. PARTY TO BE SERVED:		
NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
<input type="checkbox"/> HOLD FOR PICK-UP	<input type="checkbox"/> MAIL TO CONTACT	
CONTACT INFORMATION:		
NAME:		
PHONE NUMBER:		
ADDRESS:		

* PLEASE SUBMIT \$1 PER PAGE OF PETITION PER DEFENDANT, THANK YOU *