

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 **Application** 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)	\$ 4.00
Posting Fee (Panola County Sheriff)	25.00
Personal Service (Panola County Sheriff)	50.00
Certified Mail	50.00
Issuance of Abstract Judgments (each)	5.00

Note: Citation will be issued and posted for ALL probate cases (fee included in filing fee)

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 by choosing "Service - Sheriff Personal Service" - under Optional Services.**

Additional Notes: _____