FAX TRANSMITTAL FORM

PLEASE PRINT ALL INFORMATION (no other cover sheet required)

Fax to:
Hays County District Clerk
512-393-7674

SENT BY

Attorney: _____ Representing: _____

Firm: _____ Office Telephone #: **(____)** _____ **Fax #: (_____)** _____

Mailing Address: _____ _____ _____ _____
Street/P.O. Box City State Zip Code

DESCRIPTION OF DOCUMENT TRANSMITTED (Please send one document per transmittal form):

Cause #: _____ Style: _____ VS. _____

Document Title: _____

If filing a new lawsuit, please specify the type of suit (i.e. Divorce, Damages, etc.): _____

# of pages sent: _____

ISSUANCE REQUESTS:

Type of Service Requested (i.e. citation, notice, TRO, etc.) _____

Issue to: _____ Registered Agent (if applicable): _____

Service Address**:** _____ _____ _____ _____
Street/P.O. Box City State Zip Code

PLEASE SPECIFY ONE OF THE FOLLOWING FOR THE COMPLETED ISSUANCE PAPERS:

☐ Forward to Hays County Constable Precinct # _____ ☐ Hold for pick-up by: _____

OTHER INSTRUCTIONS: _____

PAYMENT OPTIONS:

Please Note: **We Accept Credit Card Payment for court costs/filing fees, record searches, fax filing costs or copies *only*.**

☐ VISA ☐ MasterCard

CARD # _____ Expiration Date: _____

Credit Card Security Code (generally found on the back of your card) ____ ____ ____

Cardholder name: _____ Firm/Company: _____
(Please Print)

Billing Address: _____

Mailing Address: (if different) _____

Usual Signature: **REQUIRED** _____

FOR CLERK'S USE ONLY: See Schedule of Court Costs and Fees

O Filing Fee for New Suit $_____ (see filemarked copy for new cause number and Court)
O Document Filing Fee $_____
O Cost for Issuance of _____ @ $8.00 each $_____ + Service Fees (if any) = $_____
O Additional copies to attach to issuance (if any) _____page @ $.50 per page = $_____

O Fax Filing Fee $_____ ($3 local; $5 out of county)
O Per page charge to fax file: _____pages @ $ .25 per page = $_____

+ 4% CONVENIENCE FEE $_____($1 minimum) **= TOTAL $** _____ charged to credit card

ACKNOWLEDGEMENT OF FILING AND PAYMENT RECEIPT (*for clerk's use only*):

If new suit or pleading is being filed, a filemarked copy of the first page of the document is included with this transmittal:

DATE PAYMENT PROCESSED: ____/____/____ BY _____ **PAYMENT I.D. #:** _____