

Order of Sale

E-filing Request for Issuance

- ❖ This document MUST be filed as a separate LEAD document when e-filing
- ❖ Choose the Filing Code "Request for Issuance of" and add the type of issuance in the description field
- ❖ Select the type of issuance using the "Optional Services" section on the e-filing screen
- ❖ If copies are required to be attached, you must add the "Copy Fee-certified" and enter the number of pages that the clerk's office needs to print (ex: Order is 5 pages, 2 issuances are requested; 5 x 2 = 10 pages to be printed by the clerk's office)

Cause # _____ **Document to be Attached:** _____

Style of Case: _____

Plaintiff(s): _____

Defendant(s): _____

Judgment Creditor Name and Address: _____

Judgment Debtor Name and Address: _____

Description of Property and Current Location of Property: _____

Fair Market Value of Property: _____

Date of Judgment: _____ Amount of Judgment: _____

Pre-Judgment Interest: _____ Post-Judgment Interest: _____

Attorney Fees: _____ Court Costs Awarded in Judgment: _____

Credits (Include amount(s) and date paid): _____

Balance: _____

Requested by: _____ Phone: _____

Complete address: _____

*****Check one of the options below for your preferred service method*****

_____ Bell County Sheriff/Constable
(please be sure and add service fee using "Optional Services" feature when e-filing. Failure to choose the service fee may result in your filing being rejected due to lack of fee amount approval)

_____ To be held at clerk's office for pick-up

_____ Place in attorney's/servers box # _____