

Subpoena

E-filing Request for Issuance

Please use other request forms for all other types of issuances

- ❖ 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

Cause # _____

Style of Case: _____

Name of Witness to appear: _____

Complete address for service: _____

Date to Appear: _____ Time to Appear: _____

Location of Appearance: _____

To Testify on behalf of (Name): _____

Witness is to bring and produce the following: _____

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 # _____