

Service Request:

Private Process-Call when ready _____

Constable, Precinct 5



Rebecca Guerrero
Travis County Clerk Misdemeanor Division
P.O. Box 149325, Austin, TX 78714-9325 (512) 854-9188

Subpoena or Subpoena Duces Tecum

The State of Texas vs.

_____ *Defendant* _____ *Cause Number* _____ *County Ct. at Law No.*

To the County Clerk of Travis County, Texas:

- Please issue a **SUBPOENA** to the witness shown below and in accordance with the law in the above numbered and styled cause whose testimony is material to the Defense.
- Please issue a **SUBPOENA DUCES TECUM** to the witness shown below and command the witness in accordance with the law to bring and produce in said Court, at the time and place stated below, the evidence stated below.

Witness Information:

Name: _____ Occupation: _____
 Home Address: _____ Home Phone: _____
 Work Address: _____ Work Phone: _____

Evidence Witness is to Provide (please specify in detail):

To the Above Stated Witness:

You are commanded by the County Clerk of Travis County, Texas, to appear in the above stated Court, at the Travis County Criminal Justice Center, 509 West 11th Street, Austin, Texas on

_____, _____, at _____ o'clock _____m. and to remain until discharged. If a Subpoena Duces Tecum, you must bring at this time and produce for the said Court, the above described evidence.

Special Instructions to Witness:

Before coming to Court, please call _____ at _____
on _____, _____, at _____ o'clock _____m. to ascertain the status and time of the case.

Signature of Attorney _____ *Printed Name of Attorney* _____ *Phone Number*

To Any Peace Officer of the State of Texas:

You are commanded to summon the above-designated witness to be and personally appear before the above stated county court on the date and at the time specified above and return hereof make according to law. If a Subpoena Duces Tecum, the witness is also commanded to bring and produce the evidence as listed above.

Rebecca Guerrero, Travis County Clerk, Texas: by _____, Deputy, on _____

Return of Service

This order was executed by delivering a copy of the subpoena to the following or returned not executed by reason.

Name of Witness _____ *Date and Time Served (or reason not served, use back)*

Name of Officer Delivering Subpoena (or returning if unserved) _____ *Travis County Sheriff/Constable* _____ *Precinct*

Officer Making Return _____ *Badge Number* _____ *Date Subpoena Return Made*