

**E-Filing Request for Issuance of a  
SUBPOENA**

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" and add Subpoena in the description field
- Select the type of service by using the "Optional Services" section on the e-filing screen

Cause No. \_\_\_\_\_

Style of Case: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Witness to appear and 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 No. \_\_\_\_\_

Complete Address: \_\_\_\_\_

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

<p>_____ Wichita County Sheriff/Constable SHF____ PCT1____ PCT2____ PCT3____ PCT4____          (Please be sure and add the \$135 service fee using the "Optional Services" feature when e-filing.          _____ Return via email to _____          _____ To be held at Clerk's office for pick-up          _____ Mail. Please issue and hold my documents. I will send a self-addressed stamped envelope with          sufficient postage to: Wichita County District Clerk, 900 7th St., Room 108, Wichita Falls, TX 76301</p>
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