

**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, unless multiple subpoenas are requested, then they may be filed as one Lead document
- 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*******

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|---|
| <p>_____ Wichita County Sheriff/Constable SHF____ PCT1____ PCT2____ PCT3____ PCT4____ (Please be sure and add the \$85 service fee using the "Optional Services" feature when e-filing. Failure to do so may result in your filing being rejected due to lack of fee amount approval.)</p> <p>_____ To be held at Clerk's office for pick-up</p> <p>_____ Mail. Please issue and hold my documents. I will send a self-addressed stamped envelope with Sufficient postage to: Wichita County District Clerk, PO Box 718, Wichita Falls, TX 76307</p> |
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