

_____ County District Clerk

e-Filing Request for Issuance for 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:
 {New suits select: “Application**” and on Subsequent filings select “**Request**”}
- Select the type of issuance 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*******

<input type="checkbox"/>	Clay County Constable or Sheriff service (\$100) (please be sure and add the \$100 service fee using the “Optional Services” feature when e-filing. Failure to choose the service fee will result in a delay of service.)
<input type="checkbox"/>	To be held at clerk’s office for pick-up
<input type="checkbox"/>	Place in attorney’s folder (local attorneys only)
<input type="checkbox"/>	Mail. Please issue and hold my documents. I will send a self-addressed stamped envelope with sufficient postage to: Clay County District Clerk; P.O. Box 568, Henrietta, TX 76365