

\_\_\_\_\_ 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"/>	Archer 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: Archer County District Clerk; P.O. Box 815, Archer City, TX 76351