

# REQUEST FOR CIVIL SUBPOENA

Cause/Case Number: \_\_\_\_\_ District Court, Bell County, Texas

\_\_\_\_\_

VS

\_\_\_\_\_

To be and appear on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_  
o'clock \_\_\_\_\_ . M.

Witness Name and Address:

\_\_\_\_\_

Name

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

State

Zip

“Duces-Tecum” (bring with you):

The witness is required to bring the following books, papers, documents, or tangible things, as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness for:

\_\_\_\_\_ Plaintiff

\_\_\_\_\_ Respondent

\_\_\_\_\_ Movant

\_\_\_\_\_ Cross-Respondent

\_\_\_\_\_ Cross-Petitioner

\_\_\_\_\_ Intervenor

\_\_\_\_\_ Defendant

Subpoena Requested By: \_\_\_\_\_

Attorney For: \_\_\_\_\_

Forward To:

\_\_\_\_\_ Sheriff

\_\_\_\_\_ Process Server

\_\_\_\_\_ Attorney Will Pick Up

\_\_\_\_\_ Other: \_\_\_\_\_

Costs: \$8.00 For issuance of each Subpoena

\$60.00 For Subpoena service by Sheriff

\$10.00 Witness tender (optional – to be paid separately by cash)