

Wise County District Clerk

Phone: (940) 627-5535

E-FILING REQUEST FOR ISSUANCE OF A SUBPOENA

- ◇ This document **MUST** be filed as a separate LEAD document when e-filing (multiples can be sent as one document)
- ◇ **Choose the *E-Filing Code*:**
(New Suits select: "APPLICATION" and on Subsequent filings select "REQUEST")
- ◇ Select the type of issuance using the "Optional Services" fee 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/or produce the following: _____

*****CHECK ONE OF THE OPTIONS BELOW FOR YOUR PREFERRED SERVICE METHOD*****

_____ Wise County Sheriff's Department (\$125.00)
(Please be sure and add the \$125.00 service fee in the "Optional Services")

_____ Hold in the Clerk's office for pick-up (please notify me when issuance is complete)

_____ I will send a self-addressed stamped envelope with sufficient postage to: Wise County District Clerk;
P.O. Box 308 Decatur, Texas 76234

_____ Please return the issuance by E-service.

Requestor Name & Phone number: _____