

e-Filing Request for Issuance for a CIVIL 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 *******

- _____ Bandera County Constable or Sheriff service (\$60)
(Please be sure and add the \$60 service fee using the “Optional Services” feature when e-filing. Failure to choose the service fee will result in a delay of service.)
- _____ To be held at clerk’s office for pick-up
- _____ Place in attorney’s/servers box # _____
- _____ Mail. Please issue and hold my documents. I will send a self-addressed stamped envelope with sufficient postage to: Bandera County District Clerk; PO Box 2688, Bandera, TX 78003