

**E-Filing Request for Issuance of 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 "Request" and add Subpoena in the description field
- Select the type of service by 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: \_\_\_\_\_

**ALL SUBPOENAS WILL BE E-FILED BACK TO YOU UNLESS THE BOX BELOW IS CHECKED.**

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| <p>_____ Ellis County Sheriff/Constable SHF____ PCT1____ PCT2____ PCT3____ PCT4____<br/>         (Please be sure to select the correct service fee using the "Optional Services" feature. Failure to do so may result in your filing being rejected due to lack of fee amount approval.)</p> |
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