

**COOKE COUNTY DISTRICT CLERK  
REQUEST FOR SUBPOENA  
AND/OR DUCES TECUM**

*The fee for the issuance of subpoena is \$8.00 payable to the District Clerk; personal checks are not accepted as payment. The Constable and Sheriff charge a fee of \$75.00 for service. Payments are to be made by cash, money order, or credit card (American Express, MasterCard, Visa and Discover). Credit card charges are subject to a 5% transaction fee of the total amount charged. This form and request can be submitted through [eFile Texas](#) . Please do not leave cash or pay online for the witness fee. A Subpoena will not be issued until funds are received by the District Clerk's Office.*

Cause no. \_\_\_\_\_

Style of Case \_\_\_\_\_

Name of Witness to appear and complete address for service \_\_\_\_\_

What is the date and time to appear? \_\_\_\_\_

Where is witness to appear: \_\_\_\_\_

To testify on behalf of: (name) \_\_\_\_\_

Witness is to bring and produce in said court, the following: \_\_\_\_\_

Requested by: \_\_\_\_\_ Attorney for: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_