



CITY OF HOUSTON

Municipal Courts Department



Request for Witness Subpoena / Subpoena Duces Tecum

(REQUEST MUST BE MADE IN PERSON AND TEN BUSINESS DAYS BEFORE TRIAL DATE)

(NAME) Defendant: _____

Ticket # _____ Cause # _____

Court Date _____

(a) LAST ARRAIGNMENT DATE _____
(request was made for Trial or Jury Trial)

(b) Trial: _____ (c) Jury Trial: _____
Date Time Court # Date Time Court #

WITNESS

NAME: _____ ADDRESS: _____

Home Phone: _____ Business Phone: _____ Zip Code: _____

"SAID ABOVE WITNESS IS FURTHER COMMANDED to produce at said time and place above set forth the following books, papers, documents, or other tangible things, to wit:

REQUESTED BY:

Name: _____

Signature: _____

Phone: _____ Date: _____

RECEIVED BY

Clerk _____ Date _____

This form is used for requests to subpoena persons and/or tangible items for a Hearing or Trial. Requests meant for any other purposes must be reviewed and approved to be served by the appropriate Judicial or Legal entity.