



# 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 \_\_\_\_\_