

**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. _____