



Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

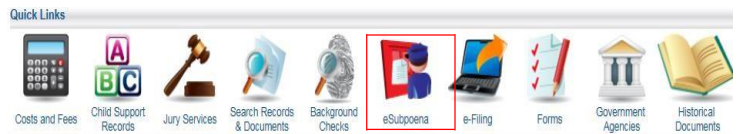
201 Caroline | P.O. Box 4651 | Houston, Texas 77210-4651 | 832-927-5800 | www.hcdistrictclerk.com

e-Subpoena Features

We have recently made some updates and now have a new look to the existing subpoena process. You will now see an e-Subpoena icon that allows you to file a subpoena request or a subpoena duces tecum request through the District Clerk’s Office website at www.hcdistrictclerk.com, at anytime, with your login credentials.

How do I request a subpoena?

To file a subpoena request, you must log in at www.hcdistrictclerk.com with your user name and password. Once you have logged in, click on the e-Subpoena icon on the home page.



Once on the e-Subpoena filing page, you will begin completing the subpoena request.

Subpoena Request

[eSubpoena User Guide Criminal](#)

If you are requesting a Subpoena for a Confidential Witness or a Witness under the Age of 18, then please do NOT use this form, but contact the court for further instructions.

Jurisdiction Field

Select the desired jurisdiction for misdemeanor or felony criminal cases.

Case Number

As you can only file on an existing case, you are required to enter a valid **Case Number** in the field. The Style data field and the Atty Of Record will appear automatically for you based on the case number you entered. The Offense Report number also displays below the style.

Appearance Date

If the court setting date is in the future, select the date from the dropdown menu.

Otherwise, select “**INSTANTER**” for the witness to appear immediately.

Atty Bar

When you fill in the Attorney Bar #, the attorney information automatically appears.

Requestor Email/Requestor Phone

Enter your email address and phone number here.

Witness County

Select the county where the witness needs to be served the subpoena.

Jurisdiction:	Felony	*
Case Number:	142718601010	* Court: 351
Style:	The State of Texas vs. TURNER, CARL ALEXANDER (SPN: 02482369)	
Offense Report:	WB1400980	
Appearance Date:		*
Atty Of Record	Friday, August 15, 2014 9:00 AM	
Atty Bar:	INSTANTER	*
Atty Info:		
Atty Phone:	7137555555	*
Requestor Email:	t@t.com	
Witness County:	Harris County	*



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Witness Information

You must answer two questions at the top of the Witnesses area before the witness information area is unlocked:

Witnesses

Is the witness' vocation part of a Governmental Agency or Office? Yes No

Will this subpoena be for a witness under the age of 18 or with a Confidential Name or Address? Yes No

Once the top two criteria fields are completed, the witness information fields unlock and are ready for input.

Enter all prudent witness information.

If the witness' vocation is part of a Government Agency of Office, extra fields are displayed to collect the name of the Government Agency, the Officer ID Type, and the Officer ID #.

<p>Government Agency: <input style="width: 200px; border: 1px solid #ccc;" type="text"/> *</p> <p>Officer ID Type: <input style="width: 150px; border: 1px solid #ccc;" type="text" value="Employee"/> *</p> <p>Officer ID#: <input style="width: 150px; border: 1px solid #ccc;" type="text"/></p>	<p>Government Agency: <input style="width: 100px; border: 1px solid #ccc;" type="text" value="a"/></p> <p>Officer ID Type: <input style="width: 150px; border: 1px solid #ccc;" type="text" value="Abernathy Police Department"/></p> <p>Officer ID#: <input style="width: 150px; border: 1px solid #ccc;" type="text"/></p> <p>Address Type: <input style="width: 150px; border: 1px solid #ccc;" type="text"/></p> <p>Address Number: <input style="width: 150px; border: 1px solid #ccc;" type="text"/></p> <p>Street Name: <input style="width: 150px; border: 1px solid #ccc;" type="text"/></p> <p>Apartment: <input style="width: 150px; border: 1px solid #ccc;" type="text"/></p> <p>City: <input style="width: 150px; border: 1px solid #ccc;" type="text"/></p> <p>Zip Code: <input style="width: 150px; border: 1px solid #ccc;" type="text"/></p>
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When you begin to type into the Government Agency field, a dropdown list appears. Select the correct agency from this list and the street address, city, state and zip auto populates in the fields. An alternate address option is also available.

Please indicate, with the dropdown options, if the document **contains sensitive data**. If yes is selected, the following "NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA" notification, will appear at the top of the subpoena application.

Please note that, this notice does not apply to all witnesses in the subpoena, if more than one. A 'contains sensitive data' designation must be made for each witness noted in the application.

Email Address:

Contains sensitive data?: *

Duces Tecum:

If **Duces Tecum** is selected, please provide the instructions in the "Witness Special Instructions" field. A document can also be attached by using the Upload Document button which will prompt you for the file to attach.

Duces Tecum: Please include Duces Tecum instructions for this witness under "Witness Special Instructions".

Uploaded Documents:

Witness Special Instructions:

If you have any comments, questions or concerns please email us at FREEFax@hcdistrictclerk.com.



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Enter any **“Special Instructions”** if needed. Select the **“Summoned By:”** method of the subpoena request. If Peace Officer is selected in the **“Summoned By:”** dropdown, a field to enter comments or safety concerns will appear, allowing you to share information to aide the officer in serving the subpoena.

Summoned By: *

Please share any concerns or safety issues for the officer who will be serving this witness.

Comments or Safety Concerns:

Then click the **“Add Witness”** button. Repeat this process if you are requesting subpoenas for multiple witnesses within the case. After entering all witnesses and witness information, you can preview the subpoena by clicking the **“Preview Application”** button. Then click the **“Submit Application”** button to submit the Subpoena request.

Name	Street	City Zip	
test test	123 Main	Houston 77002	Remove
practice test	123 Main	Houston 77002	Remove



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The Subpoena Request

NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA.

APPLICATION FOR SUBPOENA BY DEFENSE FOR WITNESS IN THE DISTRICT COURT.
Test, Attorney- May 16, 2013

CAUSE NO. **138291801010** CDI: **3**

THE STATE OF TEXAS
V..
POOL, BRIAN JAMES

IN THE 351st DISTRICT COURT
OF HARRIS COUNTY, TEXAS
OFFENSE **ASLT BY FAM/HOUSE MEM 2+ W/IN**

Please issue a subpoena in the above styled cause for the following named witness(es) whose location in **Harris County** and vocation, as far as known, I state below:

test test (Vocation: Tester) (Service Type: Private)
HOME 123 Main Houston, TX 77002

practice test (Vocation: Tester) (Service Type: Peace Officer)
HOME 123 Main Houston, TX 77002

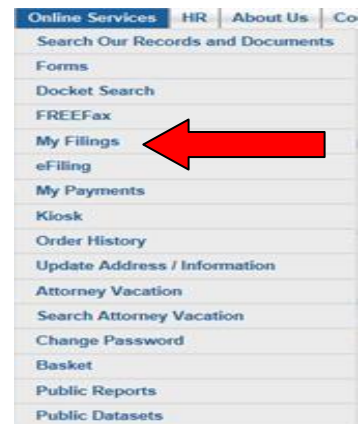
IN: OFFENSE REPORT NUMBER: HP027379513C

if found in your county, to appear before the Honorable **MARK KENT ELLIS, IN THE 351st DISTRICT COURT**, Harris County, Texas, on **Instanter** at **8:45 AM**, to give evidence in behalf of the DEFENSE and Defendant in the above styled cause wherein the State of Texas is the Plaintiff and **POOL, BRIAN JAMES** is the Defendant, and to remain there from day to day, term to term until discharged by the Court. The testimony of said witness(es) is believed to be material to the DEFENSE.

Test, Attorney
Attorney for the Defense
123 Test Street, HOUSTON, TX 77002
111-111-1111
s@s.com
SBN: 77777777

Checking the Status of Your Subpoena Request

You can check the status of your subpoenas by going to the **"My Filings"** page. To access this page, go to www.hcdistrictclerk.com, select **Online Services**, then select **My Filings** from the drop-down menu. Here, you can check your filings by pending filings, recent filings, or search based on multiple criteria.





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Pending Recent **Search**

Please enter at least one search criteria

Trace #	Case/Cause	PFD*	File date range		Process date		Clerk
<input type="text"/>	<input type="text"/>	<input type="text"/>	From	To	From	To	<input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Clear"/>					

Download Subpoena

To download the subpoena, use the dropdown arrows on the row with the intended request. You will see a list of the subpoenas along with the service type, status, relevant dates, and the name and county of the person receiving the subpoena. To download, click **Download Subpoena** and you will be prompted to save the file.

My Filings

Please click here to Download Images

Please click here to Download Subpoena 

Pending Recent **Search**

TOP 20

	Trace no.	Case/Cause	PFD*	Docs	Submitted	Status	Processed	Clerk
<input type="checkbox"/>	SUP_1771	122896201010-3		1	12/22/2017 09:15 AM	Rejected	12/22/2017	SAMUEL WILLIAMS
<input type="checkbox"/>	SUP_4220	123456701010-3		2	12/13/2017 12:12 PM	Accepted	12/13/2017	JOSUE OCHOA

	Image	Title	Category	File Date	Pages
<input type="checkbox"/>		77788975 APPLICATION FOR SUBPOENA BY DEFENSE		12/13/2017 12:12:00 PM	1
<input type="checkbox"/>		77788976 SUBPOENA APPLICATION ATTACHMENT DEFENSE		12/13/2017 12:12:00 PM	1

Customer Support

If you still have questions about the eSubpoena process, please refer to our User Guide located at the bottom left hand corner of the homepage once you have logged in, or refer to the FAQ on the top right menu link. Email unanswered questions to freefax@hcdistrictclerk.com.