



CHRIS DANIEL HARRIS COUNTY DISTRICT CLERK

The Office of the Harris County District Clerk
Government That Works For You!

[e-Subpoena Features](#)

We have recently added a new feature called e-Subpoena to the FREEfax service. e-Subpoena allows you to file a subpoena request or a subpoena duces tecum request through the FREEfax service on the District Clerk’s Office website at www.hcdistrictclerk.com.

How do I request a subpoena through FREEfax?

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 FREEfax icon on the home page.



On the FREEfax filing page, you must read the notification regarding the Terms and Conditions of Service and click on the checkbox to confirm you have read, understood and agree to the terms and conditions.

Then you should select the option that reads “**a Subpoena Filing or Subpoena Duces Tecum**” as your type of filing. Then click on the AGREE button to continue.

I have read, understand and agree to abide by these terms and conditions; and,

I have read the Rules Governing the Procedure for the District Clerk of Harris County For Receiving and Filing Electronically Transmitted Court Documents and Texas Government Code Chapter 51.8 Subchapter I;

I am filing:

No-Fee Public Document(s)

a Subpoena Filing or Subpoena Duces Tecum - The testimony of this/these person(s) is believed to be material to the defense in the case on trial.

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.

Jurisdiction: *

Case Number: * Court: 351

Style: The State of Texas vs. TURNER, CARL ALEXANDER (SPN: 02482369)

Offense Report: WB1400980

Appearance Date: *

Atty Of Record: INSTANTER

Atty Bar: *

Atty Info:

Atty Phone: *

Requestor Email:

Witness County: *

Witness County

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



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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 #.

Government Agency:	<input type="text"/>	*	Government Agency:	<input type="text" value="a"/>	x
Officer ID Type:	Employee	▼ *	Officer ID Type:	Abernathy Police Department	▲
Officer ID#:	<input type="text"/>		Officer ID#:	Abilene Christian University Police	
			Address Type:	Abilene Fire Marshal	
			Address Number:	Abilene Police Academy	
			Street Name:	Abilene Police Department	
			Apartment:	Addison Police Department	
			City:	Alamo Area Regional Law Enforce	
			Zip Code:	Alamo Community College District	▼
				Alamo Heights Police Department	

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.

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".

[Upload Document](#)

Uploaded Documents:

Witness Special Instructions:

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: Peace Officer ▼ *

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

Comments or Safety Concerns:

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



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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.

<input type="button" value="Add Witness"/> <input type="button" value="Clear"/> <input type="button" value="Clear Address"/>			
Name	Street	City Zip	
test test	123 Main	Houston 77002	Remove
practice test	123 Main	Houston 77002	Remove
<input type="button" value="Preview Application"/> <input type="button" value="Submit Application"/>			

The Subpeona Request

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: 7777777



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Checking the Status of Your Subpoena Request

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

Online Services	HR	About Us	Co
Search Our Records and Documents			
Forms			
Docket Search			
FREEFax			
My FREEFax Filings			
eFiling			
Order History			
Update Address / Information			
Attorney Vacation			
Search Attorney Vacation			
Change Password			
Basket			
Public Reports			
Public Datasets			

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 FREEfax Filings

Please click here to [Download Subpoena](#)



Pending Recent Search

TOP 20

	Trace no.	Case/Cause	PFD*	Docs	Submitted	Status	Processed	Clerk
	FAX15951598	140736601010	SubpoenaFilings_2014-07-3	25	3 07/25/2014 02:58 PM	Accepted	07/25/2014	JOSUE OCHOA
Image	Title	Category	File Date	Pages				
	61723560	APPLICATION FOR SUBPOENA BY DEFENSE	7/25/2014 2:58:00 PM	1				
Executor	Status	Issued Date	Request Date	Name	County			
	Peace Officer	Generated	7/25/2014	Custodian Of Records Attn Rachel Williams	Harris County			

Customer Support

If you still have questions about FREEfax, 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.