

STATE OFFICE OF ADMINISTRATIVE HEARINGS



TEXAS DEPARTMENT OF PUBLIC SAFETY

VS.

SUBPOENA

§
§
§
§
§

DOCKET NO. _____

THE STATE OF TEXAS

TO: Any Sheriff; Constable; or Person not less than 18 years old and not a Party:

YOU ARE COMMANDED to serve this Subpoena forthwith by delivery to the following person:

Witness: _____
Address: _____

GREETING,

YOU ARE COMMANDED to appear to testify in the above named proceeding at the following place and time:

| | |
|----------|----------------|
| Address: | Room: |
| | Date and Time: |

YOU ARE COMMANDED TO BRING with you the following document(s) and object(s):
[If not applicable, enter "None"]

| | |
|------------------------------------|--|
| Subpoena issued on the request of: | Inquiries may be addressed to: [Attorney's name, address and phone] |
|------------------------------------|--|

This subpoena shall remain in effect until you are relieved by the Administrative Law Judge. Witness fees will be paid to you upon your appearance. Failure to comply with this subpoena will subject you to judicial powers of a Texas court, including contempt of court and being forcibly compelled to appear.

_____ Date

_____ Administrative Law Judge

RETURN TO THE
STATE OFFICE OF ADMINISTRATIVE HEARINGS

THIS INFORMATION MUST BE COMPLETED

Defendant: _____

SOAH Docket Number: _____

CERTIFICATE OF SERVICE

I received this subpoena for service on _____ at _____ (A.M.)(P.M.)

I executed this subpoena by delivering a copy to _____ in
person at _____ on _____ at _____
(A.M.)(P.M.)

Any and all fees and costs incurred for service of this subpoena were submitted to the requesting Party
for payment.

I declare the foregoing is true and correct.

Date: _____

Signed: _____

Name: _____

Address: _____

Copies to: (1) Texas Department of Public Safety
(2) Defendant or Attorney

ACCEPTANCE OF SERVICE

I acknowledge that I received and accepted service of this Subpoena at
_____ on _____ at _____ (A.M.)(P.M.). I further
understand my legal obligation to appear at the said hearing.

Date

Witness

TO: Administrative Law Judge
State Office of Administrative Hearings
_____, Texas

Date:

On behalf of _____, I request that a subpoena be issued to require attendance of a certain witness to give testimony [and bring certain evidentiary documents and/or items] considered relevant a material to the administrative hearing. Support of this request is as follows:

(1) Defendant and Address:

(2) Driver's License Number: _____ Docket No.

(3) Scheduled Hearing: _____, _____ (A.M.)(P.M.)
_____, Texas

(4) Defendant's Attorney:

Telephone No.: ()

(5) Requested Witness:

(6) Travel Miles (Round-trip):

(7) Description of Items to be Produced:

(8) State good cause why testimony or items are relevant and necessary:

In anticipation that the requested subpoena will be issued, I tender the enclosed (check)(money order) for the witness fee and any mileage fee. I certify that a copy of this request was delivered to the attorney representing the other Party to the hearing on _____.

Requestor

Received by SOAH: