

SUBPOENA  
CAUSE NO. \_\_\_\_\_

THE STATE OF TEXAS

\_\_\_\_\_, PLAINTIFF

VS

\_\_\_\_\_, DEFENDANT

TO: ANY PEACE OFFICER OF THE STATE OF TEXAS OR OTHER AUTHORIZED PERSON –  
GREETING:

YOU ARE HEREBY COMMANDED TO SUMMON:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

in \_\_\_\_\_ County, Texas, to be and appear before \_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M. at \_\_\_\_\_

to bring and produce for inspection and/or copying: \_\_\_\_\_

and there to give evidence at the instance of the \_\_\_\_\_ in that certain No. \_\_\_\_\_

pending on the docket of the County Court at Law No. \_\_\_\_\_ of Fort Bend County, Texas, styled:

\_\_\_\_\_, Plaintiff, and \_\_\_\_\_, Defendant, and there to  
remain from day to day and time to time until discharged according to law.

RETURNABLE: \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WITNESS MY HAND AND SEAL, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Enforcement of Subpoena. Contempt.**  
Failure by any person without adequate excuse to obey a  
Subpoena served upon that person may be deemed a contempt  
of the court from which the subpoena is issued or a district  
court in the county in which the subpoena is served, and may  
be punished by fine or confinement, or both.

LAURA RICHARD, COUNTY CLERK  
FORT BEND COUNTY, TEXAS  
301 JACKSON, SUITE 101  
RICHMOND, TX 77469-3108

BY: \_\_\_\_\_  
Deputy

**NOTE:** POLICY OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY Fort Bend County does not discriminate on the basis of disability in the admission or access to, or treatment, or employment in, its programs or activities. Fort Bend County Human Resources, 301 Jackson Street, Suite 243, Richmond, Texas 77469, phone (281) 341-8617 has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disability Act, and the rights provided thereunder, is available from the ADA Coordinator.

**RETURN OF SERVICE**

Cause Number: \_\_\_\_\_ Plaintiff \_\_\_\_\_ vs. Defendant \_\_\_\_\_

In Fort Bend County Court at Law # \_\_\_\_\_

CAME TO HAND on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_M

and EXECUTED at \_\_\_\_\_

in \_\_\_\_\_ County, Texas at \_\_\_\_\_ o'clock \_\_\_\_M on the \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_, by reading the same or by delivering to the within named

\_\_\_\_\_ in person, a true copy of this subpoena

and endorsed on such copy of subpoena the date of delivery.

NOT EXECUTED: the diligence used to execute being \_\_\_\_\_;

For the following reason \_\_\_\_\_, the defendant may be found

\_\_\_\_\_.

TO CERTIFY WHICH WITNESS MY HAND OFFICIALLY.

\_\_\_\_\_, Constable

\_\_\_\_\_ County, Texas

By \_\_\_\_\_, Deputy

**COMPLETE IF YOU ARE A PERSON OTHER THAN A SHERIFF, CONSTABLE OR CLERK OF THE COURT:**

In accordance with Rule 107, the officer or authorized person who serves, or attempts to serve, a citation shall sign the return. The return must either be verified or be signed under penalty of perjury.

My name is \_\_\_\_\_, my date of birth is \_\_\_\_\_  
(First, Middle, Last)

and my address is \_\_\_\_\_  
(Street, City, Zip and Country)

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_,

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Declarant/Authorized Process Server

\_\_\_\_\_  
ID# and Expiration of Certification