




**SUBPOENAS
&
SUMMONS**

SUBPOENAS & SUMMONS

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SUMMONS FOR DEFENDANT (Arts. 23.03 and 23.04, C.C.P.)

CAUSE NUMBER: _____

STATE OF TEXAS § IN THE MUNICIPAL COURT
VS. § CITY OF _____
_____ § _____ COUNTY, TEXAS

TO ANY PEACE OFFICER OF THE STATE OF TEXAS – GREETINGS:

YOU ARE HEREBY COMMANDED TO SUMMON Defendant _____
residing at _____, to appear before the
Municipal Court of the City of _____, _____ County, Texas at _____ o'clock
____.m., on the ____ day of _____, 20____, then and there to answer to the State of Texas by and through
the City of _____ for a misdemeanor offense committed against the laws of the State of Texas (an ordinance of
the said city), to wit: _____,
of which offense Defendant is accused by written complaint, under oath by _____.

Defendant:

Failure to appear may result in your arrest.

It is an offense for a person to intentionally influence or coerce a witness to testify falsely or to elude legal process. It is also a
felony offense to harm or threaten to harm a witness or prospective witness in retaliation for or on account of the service of the
person as a witness or to prevent or delay the person's service as a witness to a crime.

Faltar a comparecer puede resultar en su arresto.

Es una ofensa que una persona intencionalmente ejerza influencia o coerción sobre un testigo para que testifique falsamente o
para eludir el proceso legal. También es una ofensa de delito grave, o felonía, dañar o amenazar a un testigo o testigo en
prospecto por retaliación por o debido al servicio que la persona presta como testigo, o prevenir o dilatar los servicios de la
persona como testigo de un crimen.

HEREIN FAIL NOT, and make due return hereof, showing how you executed the same.

WITNESS my official signature, this _____ day of _____, 20____.

(municipal court seal)

Judge, Municipal Court
City of _____
_____, County, Texas

OFFICER'S RETURN

Came to hand the ____ day of _____, 20____, at _____ o'clock ____m., and executed the ____ day of
_____, 20____ at ____ o'clock ____m. by Delivering a copy of this Summons to the Defendant
personally Leaving a copy of this Summons at the Defendant's dwelling house or usual place of abode with some person of
suitable age and discretion then residing therein Mailing a copy of this Summons to the Defendant's last known address.

Returned on this the ____ day of _____, 20____.

Address:

Peace Officer's Signature

CAUSE NUMBER: _____

STATE OF TEXAS

§

IN THE MUNICIPAL COURT

VS.

§

CITY OF _____

§

_____ COUNTY, TEXAS

A Minor Child

TO ANY PEACE OFFICER OF THE STATE OF TEXAS - GREETINGS:

YOU ARE HEREBY COMMANDED TO SUMMON _____ *(name of parent, managing conservator, or guardian)*
to personally appear at ____ o'clock, __.m., on the ____ day of _____, 20____, before the Municipal Court of the
City of _____, _____ County, Texas.

To the person named above:

You are **ORDERED** to personally appear **AND** to bring _____ *(name of child)*,
a minor child, with you to the Municipal Court at the time and place stated above and to appear and be present during the taking of
the defendant's plea and all other proceedings relating to the case. Failure to appear may be punishable as a Class C misdemeanor.

It is an offense for a person to intentionally influence or coerce a witness to testify falsely or to elude legal process. It is also a
felony offense to harm or threaten to harm a witness or prospective witness in retaliation for or on account of the service of the person
as a witness or to prevent or delay the person's service as a witness to a crime.

Se le ordena que comparezca personalmente y traiga a _____ *(nombre del niño)*,
un niño menor, con usted al Tribunal Municipal a la hora y el lugar determinado arriba y que comparezca y esté presente durante la
toma de declaración del demandado y en todos los procesamientos relacionados con el caso. La falta a comparecer puede ser
castigada como un delito de crimen menor Clase C.

Es una ofensa que una persona intencionalmente ejerza influencia o coerción sobre un testigo para que testifique falsamente o
para eludir el proceso legal. También es una ofensa de delito grave, o felonía, dañar o amenazar a un testigo o testigo en prospecto
por retaliación por o debido al servicio que la persona presta como testigo, o prevenir o dilatar los servicios de la persona como
testigo de un crimen.

HEREIN FAIL NOT, and make due return hereof, showing how you executed the same.

WITNESS my official signature, this ____ day of _____, 20____.

(municipal court seal)

Judge, Municipal Court
City of _____
_____ County, Texas

OFFICER'S RETURN

Came to hand the ____ day of _____, 20____, at ____ o'clock __.m., and executed the ____ day of
_____, 20____ at ____ o'clock __.m. by Delivering a copy of this Summons to the person personally
 Leaving a copy of this Summons at the person's dwelling house or usual place of abode with some person of suitable age and
discretion then residing therein Mailing a copy of this Summons to the person's last known address.

Returned on this the ____ day of _____, 20____.

Address:

Peace Officer's Signature

CAUSE NUMBER: _____

STATE OF TEXAS	§	IN THE MUNICIPAL COURT
VS.	§	CITY OF _____
_____	§	_____ COUNTY, TEXAS

TO ANY PEACE OFFICER OF THE STATE OF TEXAS – GREETINGS:

YOU ARE HEREBY COMMANDED TO SUMMON _____, acting as registered agent (*president)(*vice-president) for _____, a corporation under the laws of the State of Texas, to appear before the Municipal Court of the City of _____, _____ County, Texas, at or before 10 o'clock a.m. on the Monday next after the expiration of 20 days from the date of service of this Summons, then and there to answer to the State of Texas by and through the City of _____ for a misdemeanor offense committed by the Corporation, as Defendant, against the laws of the State of Texas (an ordinance of the said city), to wit: _____, of which offense the Defendant is accused by written complaint, under oath by _____.

HEREIN FAIL NOT, and make due return hereof, showing how you executed the same.

WITNESS my official signature, this _____ day of _____, 20____.

(municipal court seal)

 Judge, Municipal Court
 City of _____
 _____, County, Texas

OFFICER'S RETURN

Came to hand the _____ day of _____, 20____, at _____ o'clock _____m., and executed the _____ day of _____, 20____ at _____ o'clock _____m. by Personally delivering a copy of this Summons to the corporation's registered agent (*president)(*vice-president) Personally delivering a copy to the Texas Secretary of State, his/her deputy or clerk, after diligently but unsuccessfully attempting to effect service on the registered agent (*president)(*vice-president).

Returned on this the _____ day of _____, 20____.

Peace Officer's Signature

Editor's Note: Attach to this summons a certified copy of the complaint against the corporate defendant.

*If a registered agent has not been designated or cannot with reasonable diligence be found at the registered office, then the peace officer shall serve the summons by personal delivery to the president or vice-president of the corporation. See Article 17A.04, C.C.P., for rules on service.

SUBPOENA FOR WITNESS (Art. 24.01, C.C.P.)

CAUSE NUMBER: _____

STATE OF TEXAS § IN THE MUNICIPAL COURT
VS. § CITY OF _____
_____ § _____ COUNTY, TEXAS

TO ANY PEACE OFFICER OF THE STATE OF TEXAS – GREETINGS:

YOU ARE HEREBY COMMANDED TO SUMMON _____ to appear before the Municipal Court of the City of _____, _____ County, Texas on the ____ day of _____, 20__, at _____ o'clock __.m., then and there to testify as a witness on behalf of the (State) (Defense), in the above styled and numbered cause now pending before said Court, and there to remain from day to day, and from term to term, until discharged by said Court.

HEREIN FAIL NOT, and make due return hereof, showing how you executed the same.

WITNESS my official signature, this ____ day of _____, 20__.

(Judge) (Clerk) (Deputy Clerk), Municipal Court
City of _____
_____ County, Texas

OFFICER'S RETURN

Came to hand the ____ day of _____, 20__, and executed the ____ day of _____, 20__, by

- reading the subpoena in the hearing of the witness.
delivering a copy of the subpoena to the witness.
electronically transmitting a copy of the subpoena, acknowledgement of receipt requested, to the witness's last known electronic address, to wit: _____, and acknowledgement of receipt attached.
mailing a copy of the subpoena by certified mail, return receipt requested, to the witness's last known address, to wit: _____, and by delivery of the return receipt, attached hereto, to me by the United States Postal Service on the ____ day of _____, 20__.

or not executed as to the witness _____, the diligence used in finding said witness being:

and the information received as to the whereabouts of the said witness being:

Returned on this the ____ day of _____, 20__.

Official Signature of Executing Officer

Editor's Note: The person named in the subpoena to summon the witness may, in lieu of a peace officer, be any person at least 18 years of age who is not a participant in the proceeding. Art. 24.01(b)(2), C.C.P. If a subpoena is being served on the witness by electronic mail, the subpoena must contain notice that an acknowledgement of receipt of the subpoena must be made in a manner enabling verification of the person acknowledging receipt. Art. 24.04(c), C.C.P. A subpoena cannot be served by certified mail if the applicant for the subpoena makes that request in writing or if the proceeding for which the witness is being subpoenaed is set to begin within seven business days after the date the subpoena would be mailed. Art. 24.04(a)(4), C.C.P.

SUBPOENA FOR CHILD WITNESS (Art. 24.011, C.C.P.)

CAUSE NUMBER: _____

STATE OF TEXAS § IN THE MUNICIPAL COURT
VS. § CITY OF _____
_____ § _____ COUNTY, TEXAS

TO ANY PEACE OFFICER OF THE STATE OF TEXAS – GREETINGS:

YOU ARE HEREBY COMMANDED TO SUMMON _____, a person having custody, care, or control of _____ (name of child witness), a child, to produce the said child before the Municipal Court of the City of _____, _____ County, Texas on the ____ day of _____, 20__, at _____ o'clock __.m., then and there to testify as a witness on behalf of the (State) (Defense), in the above styled and numbered cause now pending before said Court, and there to remain from day to day, and from term to term, until discharged by said Court.

HEREIN FAIL NOT, and make due return hereof, showing how you executed the same.

WITNESS my official signature, this ____ day of _____, 20__.

_____,
(Judge) (Clerk) (Deputy Clerk), Municipal Court
City of _____
_____ County, Texas

OFFICER'S RETURN

Came to hand the ____ day of _____, 20__, and executed the ____ day of _____, 20__, by

- reading the subpoena in the hearing of a person having custody, care, or control of the child witness.
delivering a copy of the subpoena to a person having custody, care, or control of the child witness.
electronically transmitting a copy of the subpoena, acknowledgement of receipt requested, to a person having custody, care, or control of the child witness's last known electronic address, to wit: _____, and acknowledgement of receipt attached.
mailing a copy of the subpoena by certified mail, return receipt requested, to a person having custody, care, or control of the child witness's last known address, to wit: _____, and by delivery of the return receipt, attached hereto, to me by the United States Postal Service on the ____ day of _____, 20__.

or not executed as to a person having custody, care, or control of the child witness, the diligence used in finding said person being:

and the information received as to the whereabouts of said person being:

Returned on this the ____ day of _____, 20__.

_____,
Official Signature of Executing Officer

Editor's Note: See note on Subpoena for Witness, which applies for all subpoenas.

SUBPOENA DUCES TECUM (Art. 24.02, C.C.P.)

CAUSE NUMBER: _____

STATE OF TEXAS § IN THE MUNICIPAL COURT
VS. § CITY OF _____
_____ § _____ COUNTY, TEXAS

TO ANY PEACE OFFICER OF THE STATE OF TEXAS - GREETINGS:

YOU ARE HEREBY COMMANDED TO SUMMON _____
to be and personally appear at _____ o'clock ____m., on the ____ day of _____, 20__, before the Municipal Court
of the City of _____, _____ County, Texas, to be held within and for said City
at (address of court) _____

then and there to testify and the truth to speak on behalf of the (State) (Defense) in the above styled and numbered cause now pending
before said Court, and there to remain from day to day, and from term to term, until discharged by said Court. Said above named
witness(es) is further commanded to produce at said time and place above set forth the following books, papers, documents, or other
tangible things, to wit: _____

HEREIN FAIL NOT, and make due return hereof, showing how you executed the same.

WITNESS my official signature, this ____ day of _____, 20__.

(Judge) (Clerk) (Deputy Clerk), Municipal Court
City of _____
_____ County, Texas

OFFICER'S RETURN

Came to hand the ____ day of _____, 20__, and executed the ____ day of _____, 20__, by

- reading the subpoena in the hearing of the witness.
delivering a copy of the subpoena to the witness.
electronically transmitting a copy of the subpoena, acknowledgement of receipt requested, to the witness's last known electronic
address, to wit: _____, and acknowledgement of receipt attached.
mailing a copy of the subpoena by certified mail, return receipt requested, to the witness's last known address, to wit:
_____, and by delivery
of the return receipt, attached hereto, to me by the United States Postal Service on the ____ day of _____, 20__.

or not executed as to the witness _____, the diligence used in finding said witness being:

and the information received as to the whereabouts of the said witness being:

Returned on this the ____ day of _____, 20__.

Official Signature of Executing Officer

Editor's Note: See note on Subpoena for Witness, which applies for all subpoenas.

WRIT OF ATTACHMENT FOR WITNESS DISOBEYING SUBPOENA (Arts. 24.11 and 24.12, C.C.P.)

CAUSE NUMBER: _____

STATE OF TEXAS § IN THE MUNICIPAL COURT
VS. § CITY OF _____
_____ § _____ COUNTY, TEXAS

TO ANY PEACE OFFICER OF THE STATE OF TEXAS – GREETINGS:

YOU ARE HEREBY COMMANDED TO TAKE THE BODY OF _____ and bring him/her before the Municipal Court of the City of _____, located at _____:

- immediately
at _____ o'clock ____m. on the _____ day of _____, 20____

then and there to testify as a witness on behalf of the (State) (Defense) in the above styled and numbered case now pending before this Court.

HEREIN FAIL NOT, and make due return hereof, showing how you executed the same.

WITNESS my official signature, this _____ day of _____, 20____.

(municipal court seal)

(Judge) (Clerk) (Deputy Clerk), Municipal Court
City of _____
_____ County, Texas

OFFICER'S RETURN

Came to hand the _____ day of _____, 20____, and executed on the _____ day of _____, 20____, by taking the body of the above named person and bringing him/her before the court at _____ o'clock ____m.

Returned on this the _____ day of _____, 20____.

Officer's Signature

WITNESS EXCUSE LETTER

(municipal court seal)

MUNICIPAL COURT
CITY OF _____

TO WHOM IT MAY CONCERN:

This is to certify that _____ appeared in response to an official witness subpoena in the Municipal Court, City of _____, Texas at _____ o'clock ____m., this date and [he][she] [did][did not] serve as a witness and was released from witness subpoena at _____ o'clock ____m., this date by the Judge, Municipal Court, City of _____, _____ County, Texas.

This the _____ day of _____, 20____.

(Judge)(Bailiff)(Clerk), Municipal Court
City of _____
_____ County, Texas