

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

Date:_____, 20__

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

(1) Defendant Name: _____
Address: _____

(2) Docket No. _____

(3) Scheduled Hearing date/time: _____, 20__ at _____ ☐ AM ☐ PM

(4) Hearing Type: ☐ Telephonically ☐ by videoconference ☐ in person_____, TX

(5) Defendant's Attorney: _____
Address: _____

Telephone No.: (____)____ - _____

(6) Requested Witness: _____

(7) Travel Miles (Round-trip): _____

(8) Description of Items to be Produced: _____

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

I certify that a copy of this request was delivered to the attorney representing the other Party to the hearing on _____, 20__.

Requestor

Received by SOAH:

STATE OFFICE OF ADMINISTRATIVE HEARINGS



Driver's License (ALR) Subpoena

Texas Department of Public Safety

V.

§
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§
§
§

Subpoena

SOAH Docket Number:

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 by delivery to the following person:

Witness:

Address:

City:

State

Zip

Texas Department of Public Safety**V.**§
§
§
§
§**Subpoena****SOAH Docket Number:**

GREETINGS, YOU ARE COMMANDED to attend and give testimony in the above named proceeding.

This matter is set for hearing on _____, 20__ at _____ ☐ AM ☐ PM

The hearing will be conducted ☐ Telephonically ☐ by Zoom videoconference ☐ in person.

Physical Address or Teleconference/Videoconference Instructions	Room/Venue:
<input type="text"/>	<input type="text"/>
	SOAH Office Contact Number:
	<input type="text"/>

YOU ARE COMMANDED TO BRING with you the following document(s) and object(s) related to Defendant's arrest if they are in your possession, custody, or control:

☐ None DIC 23☐ DIC 24☐ Offense Report:
(include number if known)☐ Probable cause affidavit☐ Video or digital recording☐ Any other report you prepared

Subpoena issued on the request of: _____

(Name, address, & 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 without adequate excuse to obey this subpoena may be deemed a contempt of court and may subject you to administrative sanctions or judicial enforcement by the district court in the county in which the subpoena is served, and may be punishable by fine or confinement or both.

Date _____

Signature _____

If you have questions regarding this subpoena, contact the nearest Department of Public Safety office at:

Amarillo	806.468.1419	Houston	713.219.4170
Austin	512.424.5193	Lubbock	806.472.2819
Bryan	979.776.3148	McAllen	956.565.7130
Corpus Christi	210.804.5700	Midland	432.498.2195
El Paso	915.834.7628	San Antonio	210.804.5700
Fort Worth	817.882.8263	Tyler	903.939.6016
Garland	214.861.2020	Waco	254.759.7172

**RETURN TO
STATE OFFICE OF ADMINISTRATIVE HEARINGS**

Information in this section is required

Defendant Name: _____
SOAH Docket Number: _____
Date and Time of Hearing: _____, 20__ at _____ ☐ AM ☐ PM
Officer/Witness Name: _____

CERTIFICATE OF SERVICE

I executed this subpoena by delivering a copy to _____
at _____
on Month _____ Day _____ 20__ at _____ ☐ AM ☐ PM

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:

Printed Name

Signature of Person Serving Subpoena

Date

Address

City

State

Zip

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

ACCEPTANCE OF SERVICE

I, the undersigned witness named in this Subpoena, acknowledge that I received and accepted service of this Subpoena. I further understand my legal obligation to appear at the hearing.

WITNESS SIGNATURE

Date

ALTERNATIVE ACCEPTANCE OF SERVICE

I acknowledge that I received and accepted service of this subpoena on behalf of the requested witness, pursuant to agency policy.

SIGNATURE OF PERSON ACCEPTING SERVICE

Date