

Request for Judge Issued Subpoena by Self-Represented Litigant

TO: _____ Date: _____, 20____
Administrative Law Judge
State Office of Administrative Hearings
_____, Texas

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. In support of this request I submit the following information (Please fill out all blank spaces):

Defendant Name:
Address:

Docket No. _____

Scheduled Hearing date/time: _____, 20____ at _____ a.m. p.m.

Hearing Type: ____ Videoconference/Virtual ____ In Person _____

Requested Witness & Employer : _____

Description of Items to be Produced by Witness (if applicable):

State good cause why the testimony or items are relevant and necessary:

I certify that a copy of this request was delivered to the DPS attorney on _____,
20____.

Defendant Signature:

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 ☐ by Zoom videoconference ☐ in person.

| | |
|--|-----------------------------|
| Physical Address or 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:

Austin: alraustinzone-fax@dps.texas.gov
San Antonio: alrsanantonioz@dps.texas.gov
Fort Worth: alrfortworthz@dps.texas.gov
Lubbock: alrlubbockzone@dps.texas.gov
Midland: alrmidland@dps.texas.gov

Dallas: alrdallaszone@dps.texas.gov
El Paso: alrelpaso@dps.texas.gov
Houston: alrhoustonzone@dps.texas.gov
Amarillo: alramarillo@dps.texas.gov
Abilene: alrabilene@dps.texas.gov

**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