

SUBPOENA(s) REQUEST

Regarding witnesses that you would like to have subpoenaed, you will need to send the name(s), mailing address, phone number and an e-mail address if you have them, to our office so the Hearings Examiner can issue the subpoena(s).

If you are requesting that the witnesses appear telephonically, or they are traveling and the one-way distance is less than 12.5 miles, there is a \$10.00 witness fee required. If the one-way distance is more than 12.5 miles, mileage reimbursement is required. **Refer to Section 2001.103, Texas Government Code for expenses of a witness or deponent.** Just to confirm, you will be responsible for bringing a check or money order to the hearing for the fees for each witness.

Our office will issue the subpoenas and send them to you; you will be responsible for finding and paying a process server for the service of the subpoenas to the witnesses.