

**MARGARET G. MONTEMAYOR**  
**Bexar County District Clerk**  
**Bexar County Courthouse**  
**100 Dolorosa, San Antonio, TX 78205**

**REQUEST FOR PROCESS**

Cause No. \_\_\_\_\_

Style:

\_\_\_\_\_

Court \_\_\_\_\_

vs.

\_\_\_\_\_

Date \_\_\_\_\_

Request the following process:

Citation \_\_\_\_\_ Notice \_\_\_\_\_ Precept \_\_\_\_\_ Temp. Rest. Order \_\_\_\_\_

Subpoena \_\_\_\_\_ Subpoena D.T. \_\_\_\_\_ (Describe Duces Tecum on Reverse)

Temp. Protective Order \_\_\_\_\_ Other \_\_\_\_\_

Information for Subpoena: Date \_\_\_\_\_ Time \_\_\_\_\_ Court \_\_\_\_\_

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**PARTIES TO BE SERVED (Please type or print):**

1. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Type\* \_\_\_\_\_

2. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Type\* \_\_\_\_\_

3. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Type\* \_\_\_\_\_

4. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Type\* \_\_\_\_\_

5. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Type\* \_\_\_\_\_

\*Type: Sheriff; Constable Pct.\_\_\_\_; Private Process; Certified Mail; Registered Mail; Out of County; Out of State; Secretary of State; Commissioner of Insurance.

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Title of Document/Pleading to be attached to process \_\_\_\_\_

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Name and Address of Attorney: \_\_\_\_\_

\_\_\_\_\_ Attorney's Bar No. \_\_\_\_\_

\_\_\_\_\_ Attorney for Plaintiff \_\_\_\_\_ Defendant \_\_\_\_\_ Other \_\_\_\_\_

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Name of witness: \_\_\_\_\_

The above witness is requested to bring the following books, papers, documents or tangible things as follows:

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Name of witness: \_\_\_\_\_

The above witness is requested to bring the following books, papers, documents or tangible things as follows:

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Name of witness: \_\_\_\_\_ The above witness is requested to bring the following books, papers, documents or tangible things as follows:

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