



**FELICIA PITRE
DALLAS COUNTY DISTRICT CLERK**

NINA MOUNTIQUE
CHIEF DEPUTY

**Dallas County District Clerk
Criminal eFiling Subpoena Procedures
Effective July 1, 2017**

Subpoenas:

1. Fill out the subpoena application request form.
2. If court order is needed to accompany the application requests, have the Judge sign the court order.
3. Upload all signed documents (application/orders) into E-File Texas.
4. Take the original order to the clerk to file on 2nd floor.
5. Upon accepted notice it will be a 3 days turnaround for Application only submitted requests/24 hours turnaround for self-created subpoenas(please turn in self-created subpoenas on the 2nd floor with correct copies)

Instanter Subpoenas:

1. Fill out the subpoena application request form
2. Get the needed signatures for the designated leaders.
3. If a court order is needed to accompany the application requests, have the Judge sign the court order.
4. Upload all signed documents (application/orders) into E-File Texas.
5. Take the original order to the clerk to file on 2nd floor.
6. Bring down the self-created subpoenas to the 2nd floor District Clerks office for signatures immediately.(please ensure to bring down correct copies).

Please include 2 additional copies of orders, affidavits, and any other documentation needing to accompany your subpoenas otherwise it could delay the processing of your subpoena.