



How to Route a Subpoena Received by Mail or Fax

Legal Services and Records Management Group

DFPS cooperates fully with the service and fulfillment of all subpoenas that are properly served. A subpoena received by mail or fax requires special handling and assessment by DFPS Legal Services to determine whether it has been properly served. The flow chart below illustrates the actions required when a subpoena is received by mail or fax. Start in the top left corner and follow the arrows to the next symbol. An oval represents the start or end of a process. A box represents an action. A diamond represents a question that directs you to the next step, based on your YES or NO answer. (See also OP-4105 Subpoenas, section 6.3 Receiving a Subpoena by Mail or Facsimile.)

