

## **INSTRUCTIONS FOR FACT WITNESSES SUBPOENAED ON BEHALF OF INDIGENT DEFENDANT**

***Read the information contained on this form before your court appearance. Please call the U.S. Marshals Service at [603-225-1632](tel:603-225-1632) for information regarding travel arrangements and specific entitlements or if you have a medical condition or family situation that requires special consideration.***

### **Verify Your Attendance**

On the last business day **before** travel to court, call the defendant's attorney to verify that your attendance is required. This may prevent a wasted trip in the event the trial date is changed.

### **Appearance in Another City**

If you are required to travel from another city to appear in court, immediately contact the U.S. Marshals Service to request instructions.

### **Reimbursement of Expenses & Attendance Fees**

**Attendance:** You will be paid an attendance fee per day, including travel days.

**Transportation:** Call the U.S. Marshals Service to obtain information on transportation. Reimbursement will be made for travel by the least expensive method reasonably available to you. The following rules apply to transportation expenses:

**Privately Owned Vehicles (POV):** You will be reimbursed for travel expenses. In addition to the mileage allowance, necessary tolls, parking and other fees may be reimbursed. You must keep a record of your odometer readings if you travel by motorcycle or automobile. If two or more witnesses travel in the same vehicle, only one reimbursement for mileage can be made. **If POV expenses, including mileage, tolls, parking and other associated costs, are greater than the government airfare, you will be responsible for the difference.**

**Common Carrier:** If you are located outside the local court area, call the U.S. Marshals Service. Train, bus or airfare will be reimbursed at the Government rate. Reimbursement WILL NOT be made for First Class accommodations, "Frequent Flyer" tickets, or charter service. **DO NOT** purchase non-refundable tickets. If your appearance date changes or is canceled, you WILL NOT be reimbursed for non-refundable tickets. If you have any questions concerning transportation arrangements, please contact the U.S. Marshals Service.

**Meals:** If it is necessary for you to remain away from home overnight, you will receive a daily meal allowance.

**Lodging:** If it is necessary for you to remain away from home overnight, you will be reimbursed for the ACTUAL COST of your hotel/motel room, which may not exceed Government per diem rates. The U.S. Marshal can advise you regarding the maximum rate per night, including tax.

### **You Must Retain Receipts**

All claims for parking must be supported by a receipt. Other expenses equal to \$25 or more must be supported by a receipt, with the exception of meals and mileage.

### **Dismissal**

When you are advised that your attendance is no longer required, you should request information regarding the payment of the fees and allowances outlined above. The defendant's attorney will provide you with a Fact Witness Voucher on which you will be required to list your expenses. Return the completed voucher to the defendant's attorney who will present it to the clerk or a deputy clerk for certification. The form will then be processed by the U.S. Marshals Service, and the payment will be mailed to you. If you require funds to return home, you must bring this fact to the attention of the defendant's attorney who will notify the U.S. Marshals Service.