UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D.C. 20530

Address Reply to the
Division Indicated
and Refer to Initials and Number

NOTICE TO WITNESSES ON BEHALF OF UNITED STATES GOVERNMENT

ALLOWANCES:--Under Title 28, United States Code, Section 1821, witnesses are entitled to the following fees:

(a) $20 for each day's attendance and time spent traveling from place of residence to the place specified in the subpena, and return.

(b) 10¢ per mile for going from and returning to place of residence for witnesses within the United States, mileage to be computed in accordance with the Rand McNally Standard Highway Mileage Guide. For travel between Territories and possessions, or to or from the continental United States, witnesses shall be entitled to actual expenses of travel at the lowest first-class rate available at the time of reservation for passage, by the means of transportation actually used.

(c) $16 per day for expenses of subsistence, in addition to the $20 fee in (a) above, if the witness is attending at a point so far removed from his residence that he cannot return thereto from day to day.

These rates do not apply to Government employees nor do they apply to witnesses in Alaska.

ATTENDANCE:--The subpena tells the witness where to appear. Before reporting to a courtroom, it is necessary for the witness to report to the office of the United States Attorney so that his attendance may be properly recorded. This should be done each day on which the witness is asked to be in attendance. When a witness has been advised that his attendance is no longer required, he should also report to the office of the United States Attorney as soon as possible, so that arrangements may be made for payment of fees.

PAYMENTS:--Before payment is made to a witness, he must execute a Certificate of Attendance form, which is also signed by a member of the United States Attorney's office. The office of the United States Marshal is responsible for issuing the payment check.

APPEARANCE IN ANOTHER CITY:--If a witness has insufficient funds to travel to court, he should so advise the U. S. Attorney's office of the trial district immediately and request an advance. The Assistant U. S. Attorney handling the case will then request the Marshal serving the subpena to advance one way transportation and, if necessary, the first day's attendance fee. The witness should be required to sign a Form USM-24, indicating his need for the advance. Any amount advanced will be deducted when the final payment is made by the Marshal.

Form DJ-109
(Rev. 2-19-69)

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