



SUGGESTIONS FOR WITNESSES

If you receive a subpoena to appear for a trial, the following suggestions may be helpful to you:

- To confirm receipt of a subpoena via service by the police or the mail, please call the number on the subpoena.
- If you have not been contacted by the assigned Victim Witness Advocate several days prior to the scheduled court date, please contact that advocate who is identified in the accompanying letter.
- Please bring the subpoena with you to court.
- Please be to court on time and plan to be at court for the full day.
- Please dress appropriately for court. Shorts, bare midriffs and like clothing are discouraged.
- A Victim/Witness Advocate will be at court to assist you when you arrive. The advocate will be able to answer any questions or concerns you may have. If you wish, the advocate will provide a safe and secure area for you to wait in while the case is being addressed.
- The Assistant District Attorney will want to discuss your testimony with you. This may be at a time prior to the trial or on the morning of trial.
- The defense attorney or their representative may also contact you about the case. Defense counsel is allowed to make this contact, but it is your choice whether or not to speak with them or their representative. There is no requirement that you discuss the case with them. It is your choice entirely.
- Once you testify, you are generally able to leave unless otherwise told by the court that you must remain.
- Always remember, you are being subpoenaed because you saw or heard something that may be important to the case. You are being asked to testify truthfully about the facts you know and nothing beyond that.
- The Victim/Witness Assistance staff of the Northwestern District Attorney's Office will always be available to assist you with any questions or concerns you have.