



Request For Federal Government Employee Witness

SUBMITTER INFORMATION

Submitter

1. Name

2. Title:

3. Phone Number:

4. On Whose Behalf
Does the Witness Appear:
Federal Government
Indigent Defendant

5. Date Request Submitted to Special Authorizations Unit:

6. OBD Litigating Division or United States Attorneys Office

Cancel

CASE INFORMATION

Case

7. Case Number:

8. Case Name:

9. Type (Theft, Tort, etc.):

10. District or Other Location where
Proceeding or Pretrial Conference will be Held:

11. Parent Agency(ies) Involved:

12. Agency(ies) Involved:

13. Date of Proceeding:

14. Date of Attendance:

15. Time of Attdn:

16. No. of days:

17. Type of Attendance: Trial Attendance Deposition by DOJ Attorney Pretrial Conference Other

18. Summarize the Witness's Testimony (Describe how the Witness is Involved):

WITNESS INFORMATION

Witness

19. Name:

20. Witness's Parent Agency:

21. Witness's Employing Agency :

22. Witness's Address:

23. Phone Number:

24. Email:

25. Estimated total cost for witness to appear:

29. Miscellaneous Expense Request Must Include Reason for Requested Expense. See Field No. 34 for Determination.

Witness is to report to:

26. Name:

27. Phone Number:

28. Address:

FIELDS BELOW ARE TO BE COMPLETED BY THE SPECIAL AUTHORIZATIONS UNIT ONLY

DETERMINATION TO USE THE FEES AND EXPENSES OF WITNESSES APPROPRIATION

30. Witness's employing agency is involved in litigation and witness will testify to matters involving official duties. Therefore, in accordance with 28 CFR Part 21.2 and 5 U.S.C. § 5751, the employing agency is responsible for the payment of witness expenses.

31. Witness's employing agency is not involved in the litigation. Therefore, the Department of Justice is responsible for the payment of witness expenses from the Fees and Expenses of Witnesses Appropriation.

32. Under Postal Service regulations (516.5), postal employees are on "official duty" when they testify on behalf of the United States about their specialized knowledge of Postal Service facts, procedures, or work methods. Based on the information on this form, witness's employing agency is involved in the litigation and witness will be testifying to matters involving official duties. Therefore, the USPS is responsible for the payment.

32. To the Attention of:

33. Parent Agency's Address:

34. Determination of Miscellaneous Expense Request:

By signing this form, you certify that you have the authority to approve or disapprove using FEW Appropriation to pay expenses incurred by an out-of-district federal government employee witness appearing at a scheduled federal judicial proceeding.

Signature:

Date:

Name and Title:

Gregory V. Nelson, Special Authorizations Program Coordinator