Request for Federal Government Employee Witness Flow Chart

Purpose: To provide a seamless flow of information when completing the DOJ-426, Request for Federal Government Employee Witness Form for an out-of-district Federal Government employee witness. Reminders: (1) Ensure the DOJ-426 is complete and accurate. Ensure all required documentation is provided with the DOJ-426.

LEGEND: Pink, Blue, and Light Green distinguish different sections of the form.

1 SUBMITTER INFORMATION

Input Fields #1-3
Input field 1- 3, completed (Name should match federal badge)

Are these input fields completed?

Yes → **Proceed to Input Field 4**

No → Go back to complete. All must be filled out.

Input Field #4
Whose behalf is the witness appearing?

If Federal Government, select that choice.

If Indigent Defendant, select this choice.

Then, additionally, select, either or Criminal Justice Act (CJA) or Federal Public Defender (FPD)

Proceed to Input Fields 5 and 6

Input Fields #5
Provide the date that the DOJ-426 Request Form is submitted to the Special Authorizations Unit (SAU).

Input Field #6:
Utilize the drop-down to select your Division or District (for DOJ only).

Are Input Fields (#1-6) completed?

Yes → **Proceed to Input Field 7**

No → Go back to complete. All must be filled out.

2 CASE INFORMATION

Input Field #7:
Enter the Case or Grand Jury number # assigned to the case.

Input Field #8:
Enter the Case Name assigned to the case, or, If it is a Grand Jury, type Grand Jury.

Input Field #9:
Enter the TYPE of case (e.g. Theft, Tort, Fraud, Bank Robbery, etc.)

Input Field #10:
Spell out the District or Other Location where the Proceeding or Pretrial Conference will be held (e.g. District of New York or U.S. Embassy Mexico City).

Input Field #11:
Abbreviate parent agency(ies) name(s) involved (e.g. DOJ, not Department of Justice).

Input Field #12
Abbreviate agency(ies)/ office (e.g. FBI, not Federal Bureau of Investigation), under the parent agency that investigated the case (Criminal) or part of the Civil Suit.

Input Field #13 - 16:
Provide the Date of Proceeding, Date & Time (Use the Drop-down or input fields #13 & 14), the Witness is to appear to meet with the Attorney, time of attendance, provide the number of days (to include travel days).

Input Field #17
Select the TYPE of Attendance: Trial, Deposition, or Pretrial. If Other, select that choice and input what attendance type in the populated space (e.g. Grand Jury , Status/ Competency Hearing.)

Input Field #18:
Summarize Witness' testimony and describe HOW the witness and employing agency are involved (limit of 640 characters).

Are all Input Fields under Case Information (#7- 18 completed)?

Yes → **Proceed to Witness Information**

No → Go back to complete. All must be filled out.

3 WITNESS INFORMATION

Input Fields #19 – 25
Enter the Witness Official work information:

19. Name (Spell out as it appears on your federal badge).
20. Parent Agency (Spell out).
21. Employing Agency (Spell out).
22. Complete Official Address (to include City/State/ Zip).
23. Official Work Phone.
24. Official Work Email.

Note: If the witness is in transition to new / gaining unit, agency, etc., provide witness personal email for Item 24.

25. Estimate total cost for witness to appear

Are Input Fields (#19-25) completed?

Yes → **Proceed to Input Field 26-28**

No → Go back to complete. All must be filled out.

WITNESS IS TO REPORT TO: Enter the Attorney's Information in which the Witness is to appear to.

26. Attorney's Full Name (As it appears on their official badge).
27. Attorney's Phone Number (area code + number).
28. Attorney's complete address to include City/State/ Zip). (limit of 105 characters)

29. Provide a detailed reason of misc. expenses (rental vehicle, childcare, etc.). If there are none, leave blank. (limit of 395 characters)

Are Input Fields (#26 – 29) completed?

Yes → You have completed the form. DO NOT PROCEED below this area!!!

No → Go back to complete. All must be filled out.

STOP STOP

Navigate to the top right of the form and click 'Submit' / special.authorizations@usdoj.gov. Attach all required support documentation.