



U.S. Department of Justice

United States Attorney

Eastern District of Virginia

Justin W. Williams United States Attorney's Building
2100 Jamieson Avenue
Alexandria, Virginia 22314-5794
703-299-3700; Fax: 703-299-3980

MEMORANDUM

TO : Subpoenaed Witnesses

FROM : United States Attorney's Office
Eastern District of Virginia

Driving, Parking and Metrorail Subway directions are attached.

There is a delicatessen in the courthouse. Additionally, there are other lunch establishments near the courthouse complex.

If you have any questions, please contact the Victim Witness Unit at the United States Attorney's Office:

Karen Spinks (Karen.Spinks@usdoj.gov) of F'Andra Pearson-Barrow
(Fee.Pearson@usdoj.gov), 703-299-3700 or 1-800-221-6538

Please note that certain items are not permitted in the United States Attorney's Office, including, but not limited to: telephones, pagers, personal data assistants (PDA), lap top computers, cameras, recording devices and any objects that could be construed as a weapon, e.g., chemical sprays, scissors, knives, etc.



U.S. DEPARTMENT OF JUSTICE
INSTRUCTIONS FOR FACT WITNESSES
APPEARING ON
BEHALF OF THE UNITED STATES GOVERNMENT
(Not Applicable to Federal Employees)

READ THE INFORMATION CONTAINED ON THIS FORM BEFORE YOUR COURT APPEARANCE. PLEASE CONTACT ONE OF THE INDIVIDUALS LISTED BELOW FOR INFORMATION REGARDING TRAVEL ARRANGEMENTS AND SPECIFIC ENTITLEMENTS. IF YOU HAVE A MEDICAL CONDITION OR FAMILY SITUATION THAT REQUIRES SPECIAL CONSIDERATION, PLEASE ADVISE ONE OF THE INDIVIDUALS LISTED BELOW AS SOON AS POSSIBLE.

CONTACT PERSON(S): Karen M. Spinks, Victim/Witness Coordinator (Karen.Spinks@usdoj.gov); F'Andra L. Pearson-Barrow, Victim/Witness Specialist (Fee.Pearson@usdoj.gov) All may be reached toll free: 1-800-221-6538 or 703-299-3700.

= VERIFY YOUR ATTENDANCE =

On the last business day BEFORE you travel to court, contact one of the individuals above 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 to another city to appear in court, immediately contact one of the individuals listed above and request instructions. Any amount advanced to you will be deducted from your fees and allowances.

= REIMBURSEMENT OF EXPENSES AND ATTENDANCE FEES =

- A. ATTENDANCE FEE: You will be paid a fee of \$40 per day, including travel days.
- B. TRANSPORTATION: Contact one of the individuals listed above 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:

1. Local Travel: The recommended method of travel in the local area of court is transit bus/subway; rental cars cannot be reimbursed
2. Privately Owned Vehicles (POV): You will be reimbursed the following amounts:

Motorcycle 30.5¢ per mile Automobile 50.5¢ per mile Airplane \$1.07 per mile

In addition to the above 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 COACH CLASS AIRFARE, YOU WILL BE RESPONSIBLE FOR THE DIFFERENCE.

3. Common Carrier: If you are located outside the local court area, CONTACT ONE OF THE INDIVIDUALS LISTED ABOVE FOR INSTRUCTIONS AND ASSISTANCE WITH TRAVEL RESERVATIONS WHICH CAN BE DIRECT BILLED TO THE UNITED STATES ATTORNEY'S OFFICE. Train, bus or airfare will be reimbursed at COACH or other Non-PREMIUM 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 cancelled you WILL NOT be reimbursed for non-refundable tickets. If you have any questions concerning transportation arrangements, please contact one of the individuals listed above.

- C. MEALS: If it is necessary for you to remain away from home overnight, you will receive the following daily meal allowances:

\$32.00 for each travel day PLUS \$64.00 for each full day at court

- D. 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 \$201 (10/1/07 - 6/30/08); \$154 (7/1/08 - 8/31/08); \$201 (9/1/08 - 9/30/08); per night, including tax. Alternatively, one of the individuals above can assist you with a hotel room that will be direct billed to the United States Attorney's Office.

= 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 individual requiring your attendance will provide you with a Fact Witness Voucher. You will be required to list your expenses on this Voucher. The Voucher will be submitted to the U.S. Marshals Service for payment. The U.S. Marshals Service will process the voucher and MAIL the payment to you. If you require funds to return home, you must bring this fact to the attention of the individual requiring your attendance, who will notify the U.S. Marshals Service.

DIRECTIONS TO THE UNITED STATES COURTHOUSE & UNITED STATES ATTORNEY'S OFFICE

The Albert V. Bryan United States Courthouse and the United States Attorney's Office are connected buildings having separate entrances and addresses. The Courthouse is located at 401 Courthouse Square (there is a large statue over the entrance to the Courthouse). The Justin W. Williams United States Attorney's Office is located to the right of the Courthouse at 2100 Jamieson Avenue.

FROM ALEXANDRIA:

- Take Duke Street West (Route 236) to Dulany Street, turn left on Dulany. There are statues of lions at the entrance to Dulany Street
- Turn right onto Jamieson Avenue
- The Albert V. Bryan United States Courthouse entrance will be to your immediate left just across from a small park and fountain
- The Justin W. Williams United States Attorney's Office is located at 2100 Jamieson Avenue at the end of the block on the corner of Jamieson Avenue and Mill Road

FROM SPRINGFIELD, TYSONS CORNER, POINTS SOUTH:

- Take the Beltway to Exit 176B for Telegraph Road North
- At the end of the ramp, bear right onto Pershing Avenue
- At the light/intersection of Pershing & Stovall Road, turn left onto Stovall Road
- At the light/intersection of Stovall & Mill Road, turn right
- The Justin W. Williams United States Attorney's Office is at the corner of Mill Road and Jamieson Avenue. The Albert V. Bryan United States Courthouse is at the corner of Jamieson and Elizabeth Lane.

FROM MARYLAND:

Take Exit 176B Telegraph Road/Alexandria and follow the directions above beginning with #2.

DIRECTIONS FROM ALEXANDRIA AMTRAK TRAIN STATION

- Turn left from the train station onto Diagonal Road

- At the traffic light, turn left onto Duke Street East/Route 236
- At the next traffic light, turn right onto Dulany Street (lion statues at entrance)
- Turn right onto Jamieson Avenue
- The United States Attorney's Office is on the left at 2100 Jamieson Avenue

DIRECTIONS FROM REAGAN WASHINGTON NATIONAL AIRPORT

- Proceed south on the George Washington Memorial Parkway toward Alexandria
- George Washington Memorial Parkway becomes Washington Street through the City of Alexandria.
- Turn right onto Duke Street West/Route 236 (approximately 11 blocks after you enter the City of Alexandria)
- Turn left onto Dulany Street (lion statues at entrance).
- Turn right onto Jamieson Avenue
- The United States Attorney's Office is on the left at 2100 Jamieson Avenue. The entrance is marked "Office of the United States Attorney."

METRO SUBWAY:

- ***King Street Station:*** On the Blue and Yellow lines.
- Turn right out of the subway station
- Walk up a small incline to a tunnel running under Duke Street
- After exiting the tunnel, you will be on Dulany Street
- Proceed one block down Dulany, turn right onto Jamieson
- ***Eisenhower Station:*** On the Yellow line.
- Turn right out of the subway station onto Eisenhower Avenue
- Proceed down Eisenhower to the traffic light
- At the traffic light, turn left onto Mill Road

— Proceed down Mill Road for one-half block, turn right onto Jamieson Avenue

PARKING

For security reasons, parking around the United States Courthouse is extremely limited. There is limited two hour street parking which is strictly enforced (\$35.00 parking ticket). The United States Attorney's Office cannot pay for parking tickets. Attached is garage parking information.

Public Off-Street Parking
near the
U.S. District Court
for the
Eastern District of Virginia
Alexandria, VA

