

Victim Services

If you were the victim in a case for which you receive a subpoena, there may be services available to you through the Victim Witness Assistance Program in the District Attorney's Office.

Staff are available Monday through Friday, 8:00 a.m. to 5:00 p.m. at 916.874.5701, to assist you or answer any questions.



Services Include:

- Crisis and short-term counseling
- Referral to local public/private service agencies
- Assistance in filing for victim compensation for medical bills/counseling expenses, lost wages/support, relocation, and funeral/burial expenses
- Support, advocacy and information during the court process
- Assistance in obtaining recovered property
- Information about victims' rights

Witness Fees

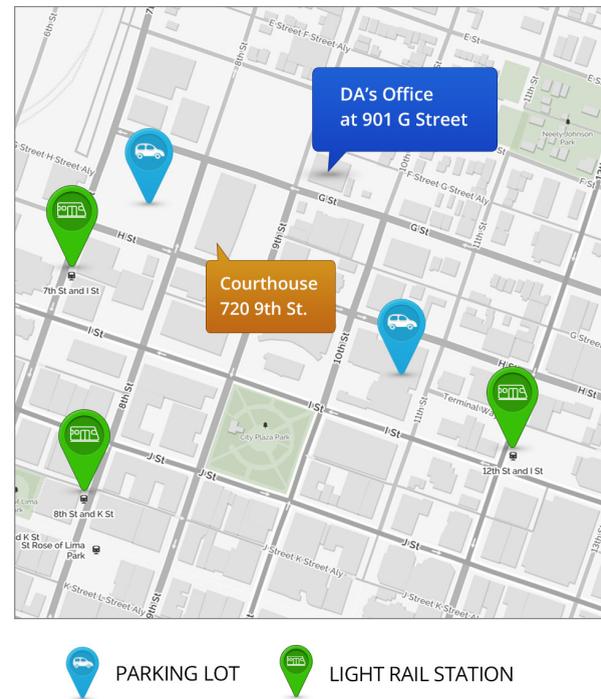
You may be entitled to witness fees and mileage. You will need to submit your subpoena for consideration of either one. Witness fees may take up to six weeks to process.

The District Attorney's Office is located across from the courthouse at the corner of 9th and G streets, at 901 G Street.

Is Parking Available?

There are two public parking garages available within walking distance of the DA's Office. The entrances are on G street between 7th and 8th, and on 11th between H and I.

Note: You are responsible for parking fees. The DA's Office will not pay for parking tickets.

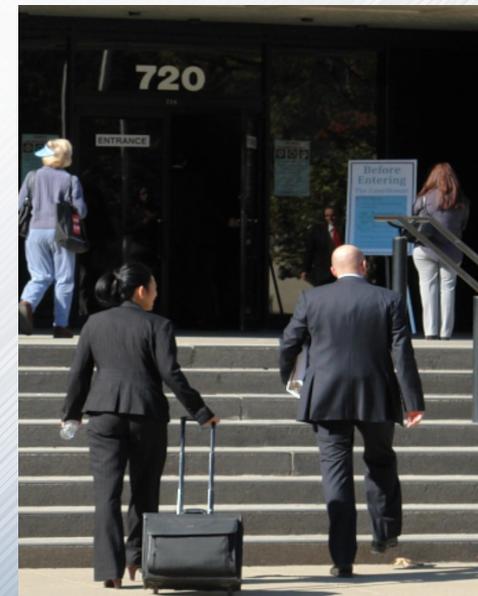


901 G Street - Sacramento, CA 95814
916.874.5701
CA Relay Service 800.735.2929 TDD or 711

 [Facebook.com/SacCountyDA](https://www.facebook.com/SacCountyDA)  [@SacCountyDA](https://twitter.com/SacCountyDA)

Sacramento County District Attorney's Office

Witness Guide To Court Proceedings



District Attorney
Anne Marie Schubert
Sacramento County
District Attorney's Office
sacda.org



Victim Witness Assistance Program

The Sacramento County District Attorney's Office is dedicated to providing advocacy and support services to victims of crime. Victims are forced into difficult situations that are unfamiliar and traumatic. The victim advocates in the Victim Witness Assistance Program are committed to supporting you and your family in the aftermath of crime, providing guidance through the criminal justice process, and locating appropriate support services.

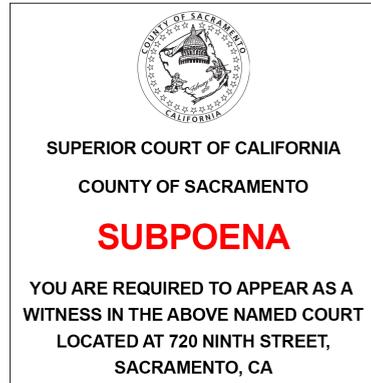
My office ensures that victims' needs and concerns are always respected. Our goal is for each victim to receive the support needed throughout the criminal justice process. If you need assistance, please call to speak to a victim advocate.

Anne Marie Schubert, District Attorney

Subpoenas

What is a Subpoena?

A subpoena is a court order directing you to be present at the time and place stated on the subpoena. You may receive your subpoena by mail or in person from a process server. Don't ignore it.



What Should I Do After I Receive the Subpoena?

Whether for a misdemeanor or felony case, immediately notify the District Attorney's Office at 916.874.6615 (between 8:00 a.m. - 5:00 p.m. M-F).

If your subpoena is for a **misdemeanor** case, you must make a second call on the date you are scheduled to appear in court.

- The date is typed on your subpoena.
- Call 916.874.5588 after 11:00 a.m. M-F.
- Ask to speak to someone at the jury trial desk.
- You may not need to appear in court if the defendant pleads guilty or the case is continued.
- This call may save you a trip to court if, at the last minute, the defendant pleads guilty or the case is continued.

For Traffic Court, call 916.875.7800

What You Should Know About Appearing in Court



A deputy district attorney will handle the prosecution of the case for which you are subpoenaed. If you plan on being out of the country or will be unavailable for other reasons, immediately inform the deputy district attorney whose name appears on the subpoena. It's very important to keep the District Attorney's Office informed of your current address and telephone number so you can be contacted about your case, including any changes in the appearance date or time.

What Happens if the Case is Continued?

Many times, for many reasons, a case will be continued (postponed) to a later date. If that happens, every effort will be made to contact you and advise you that you do not need to appear in court on the date on your subpoena. The California Penal Code provides that when the proceedings have been continued, upon agreement, the District Attorney's Office need not issue another subpoena. If you are contacted by someone from the District Attorney's Office and advised that the date to appear has changed, you will be expected to appear at that new date and time. Again, the law does not require the DA's Office to send another subpoena, if that occurs.

When Victims and Witnesses Go to Court

Where Do I Go?

Your subpoena may request that you come to the District Attorney's Office on the date set for your appearance as a witness; this is to allow the deputy district attorney an opportunity to discuss with you the information you may have concerning the case. It is common and legally appropriate for the deputy district attorney to discuss the case with you prior to the time you testify in court.

Be sure to bring your subpoena with you to the District Attorney's Office.

If you have questions or problems, please call the Victim Witness Assistance Program at 916.874.5701.

How Long Should I Expect to be There?

- Arrive on time - give yourself enough time for parking.
- You may be asked to wait in the hallway until it's time for you to testify.
- Most courtrooms do not allow children (especially very young children) - child care arrangements must be made in advance.
- The deputy district attorney will tell you how long you will be expected to stay.

When You Are At the Courthouse

- Do not talk to the jurors, the judge, or the defendant.
- Dress neatly—do not wear shorts, tank tops, hats or flip-flops.
- Do not chew gum or eat in the courtroom.
- Be calm and polite to everyone.
- Avoid body and facial gestures/expressions.
- If friends or relatives come to court with you, ask them to follow these rules as well.

When You Are in Court

- You will raise your right hand and swear or affirm to tell the truth.
- The judge or attorneys will ask you questions. Wait until the question is finished before you start to answer.
- Tell the truth and do not exaggerate.
- Give complete answers.
- Speak slowly and loud enough so the people in court can hear you.
- Say "yes" or "no" out loud—a court reporter will record everything you say so you must use words. It's not enough to nod or shake your head.
- If one of the attorneys objects, do not answer until the judge says you can.
- Only answer the question asked of you. If the attorney wants more information, he/she will ask you more questions.
- If you don't understand a question, say, "I don't understand the question."
- If you don't know an answer, say, "I don't know."
- If you are asked, "Have you talked to anyone about the case?" you must mention your conversations with the deputy district attorney, defense attorney, investigators, and/or victim advocates.
- Be yourself and just say what happened.
- Do not memorize what you are going to say.
- Please notify the deputy district attorney if you need an interpreter, assisted listening device, or other considerations.

