

## **INFORMATION AND INSTRUCTIONS FOR VICTIMS AND WITNESSES**

- Call the afternoon of the business day before your hearing/trial date to confirm that you have to appear; cases are often postponed at the last minute.
- Your court attendance is important for the prosecution of the case. If you receive a summons or subpoena you are expected to be in court on the date and time indicated unless you are excused by a representative of the Office of the State's Attorney. **Make sure you report to the Office of the State's Attorney before you go to the courtroom.**
- Contact us immediately if there is any reason that you are unable to appear in court on the date and time indicated on your summons or subpoena.
- If you have a special need, such as a translator or hearing aids, please notify us.
- The case name and number found in your letter is important. If you have any questions, we will need that information in order to help you.
- It is essential that you keep the Office of the State's Attorney advised of any change in your address or telephone number.
- Once the trial begins, victims/witnesses must **NOT** discuss the case or their testimony with anyone, in or out of the courthouse, until the case goes to the jury. Failure to do so could result in a mistrial.
- Court may last most of the day or multiple days. If this does occur, please be aware of the following:
  - Please make arrangements so that in the event that court goes beyond normal hours, someone besides your day care provider may care for your children.
  - Please bring any medication with you that you may require during an extended period of time.
  - Witnesses are not allowed in the courtroom while other witnesses are testifying. In anticipation of this you may bring a book or tablet to keep yourself occupied.
  - You are not allowed to bring liquids into the courthouse. Vending machines are available.

**Please DO NOT wear shorts of any kind, short mini skirts, T-shirts or tank tops,  
even if you are only a spectator in the courtroom.**

**If you have any questions or concerns, please contact  
the Office of the State's Attorney at 410-996-5335.**