



Request for International Fact Witness Flow Chart

Purpose: To provide a seamless flow of information when completing the DOJ-44, Request for International Fact Witness Form.

Reminders: (1) Ensure the DOJ-44 is complete and accurate. Ensure all required documentation is provided with the form.

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

1 SUBMITTER INFORMATION

Input Fields #1-3

Are input field 1- 3 completed?

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Yes

Go back to complete. All must be filled out.

No

Proceed to Input Field 4

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 Federal Public Defender (FPD) or Criminal Justice Act (CJA).

Proceed to Input Fields 5 - 7

Input Fields #5

Provide the date that the DOJ-44 Request Form is submitted to the Special Authorizations Unit (SAU).

Input Field #6

Select the Funding Method. **Note:** If you select US Embassy/ US Consulate, also complete Input Fields #34-37 in the form.

Input Field #7

Utilize the drop-down to select your Division or District (For DOJ Only).

Are Input Fields #1-7 completed?

Yes

Go back to complete. All must be filled out.

No

Proceed to Witness Information Section

2 WITNESS INFORMATION

Proceed to Case Information Section

No

Go back to complete. All must be filled out.

Yes

Input Field #17 - 21

17. Provide the Date of Judicial Proceeding (Use Drop-down option).
18. Date of Attendance, to meet with Attorney (Use Drop-down option).
19. Time of Attendance, to meet with the Attorney (e.g. 6:00 a.m. or 1:30 p.m.)
20. Provide the estimated Number of Days needed (to include travel).
21. Provide a detailed reason of misc. expenses (Rental Vehicle, Childcare, etc.). If there are none, leave blank.

- Also, include the reason for the request and how the request will support securing the international fact witness's appearance

Are all Input Fields under Case Information, #13-21 completed?

Input Fields # 13 - 16

Input Field #13

13. Provide the Visa *and/or* Passport Number in the appropriate input Fields.

Input Field #14 - 16

Select either, "Yes or No for each question.

Yes

Go back to complete. All must be filled out.

No

Input Fields #8-12

Enter the Witness information as it appears on their official travel documents (complete a separate form for each international fact witness):

8. Full Name.
9. Current Country Location of Witness (Use the Drop-down option).
10. Citizenship of the Witness (Use the Drop-down option).
11. Enter Phone Number (To include the plus sign (+), then country code, city code, and local phone number)
Note: e.g. Argentina's Country Code (54") should have a "9" between the country code and area code. The number would look like: +54 9 XXX XXX XXXX.

12. Provide the International Fact Witness's Complete and Current Address

Are Input Fields #8-12 completed?

3 CASE INFORMATION

Input Field #22 - 30

22. Enter the Case or Grand Jury number # assigned to the case.
23. Enter the Case Name assigned to the case, or, if it is a Grand Jury, type Grand Jury).
24. Enter the TYPE of case (e.g. Theft, Tort, Fraud, Bank Robbery, etc.).
25. Spell out the District or Other Location where the Proceeding or Pretrial Conference will be held (e.g. District of New York or Federal Courthouse in Alexandria, Virginia).
26. Spell out the Full Name and Title of the Attorney that the International Fact Witness is required to meet (As it appears on their official badge).
27. Provide the phone number of the Attorney (to include the area code.)
28. Provide the full name and official title of the person meeting the Witness at the airport or Port of Entry (As it appears on their official badge).
29. 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.)
30. Type estimated cost for witness to appear.
31. Type brief description of the Witness's Testimony.

Are Input Fields (22-30) completed?

Yes

Go back to complete. All must be filled out.

No

Proceed to the Office of International Affairs (OIA)/ Office of International Judicial Assistance (OIJA)

Input Field #32 and 33

32. Full Name of the Person (at OIA/OIJA) who cleared the attendance of witness.
33. Provide the Official Phone Number of that person.

34-37. Complete Input Fields accurately and completely, if applicable.

Note: In the Input Field #34 Name of U.S. Embassy / U.S. Consulate, complete by identifying the Embassy or Consulate and location exactly as follows: (e.g. U.S. Embassy in Berlin (Germany) or U.S. Consulate in Hamburg (Germany)).

ENSURE INPUT FIELDS # 32-33/ (or #34-37 for US Embassy/ US Consulate selection in #6) are complete. You have completed the form. DO NOT PROCEED below this area!! Navigate to the top right of the form and click 'Submit' / special.authorizations@usdoj.gov. Attach required support documentation.