

## UNITED STATES DISTRICT COURT

for the

Eastern District of Virginia

## SUBPOENA TO TESTIFY BEFORE A GRAND JURY

Chelsea Manning,  
formerly known as Bradley Manning

To:

**YOU ARE COMMANDED** to appear in this United States district court at the time, date, and place shown below to testify before the court's grand jury. When you arrive, you must remain at the court until the judge or a court officer allows you to leave.

Place: U.S. District Court 401 Courthouse Square Alexandria, VA 22314	Date and Time: <b>February 05, 2019 09:30 A.</b>
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You must also bring with you the following documents, electronically stored information, or objects (*blank if not applicable*):  
**WITNESS ATTENDANCE.**

Date: January 22, 2019

CLERK OF COURT



Signature of Clerk or Deputy Clerk

The name, address, e-mail, and telephone number of the United States attorney, or assistant United States attorney, who requests this subpoena, are:

**Gordon D. Kromberg, AUSA**  
**Office of the United States Attorney**  
**Justin W. Williams United States Attorney's Building**  
**2100 Jamieson Avenue**  
**Alexandria, Virginia 22314 (703) 299-3700**





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, ADVISE ONE OF THE INDIVIDUALS LISTED BELOW **AS SOON AS POSSIBLE.**

CONTACT PERSON(S): Fee Person ([fee.pearson@usdoj.gov](mailto:fee.pearson@usdoj.gov)), Angela Clement ([angela.clement@usdoj.gov](mailto:angela.clement@usdoj.gov)), Patricia Wallace ([patricia.wallace@usdoj.gov](mailto:patricia.wallace@usdoj.gov)). Victim Witness staff may be reached toll free: 1-800-221-6538 or 703-299-3716.

**≈ 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
- C. 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 .545 cents 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.

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

\$34.50 for each travel day PLUS \$76.00 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,

E. which may not exceed \$251+tax (10/2018), \$181+tax (11/2018-2/2019), \$251 (3/2019-6/2019 \$179+tax (July 2019-Aug 2019), \$251+tax (September 2019) per night, excluding tax.

F. 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.