

Iowa Judicial Branch
Invoice for Payment for a Non-expert Witness in a Court Proceeding

vs	_____ County Case number(s): _____
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A. WITNESS INFORMATION¹

1. Name (first, middle initial, last): _____
2. Email: _____
3. Business phone #: _____ Fax #: _____
4. Mailing address: _____
City: _____ State: _____ Zip code: _____
5. I was called as a witness by:
 - a. County Attorney at a Trial or Hearing: Date(s) _____
 - b. Indigent Party² at a Deposition: Date(s) _____ Trial or Hearing Date(s) _____

- B. COSTS & FEES**
1. Miles travelled: _____ (round trip from home to location of the proceeding x number of trips)
 2. Mileage costs: \$ _____ Lesser of public transportation tickets or miles times \$.45. (IC 602.1509)
 3. Witness fee \$ _____ \$10 per full day / \$5 per less than full day (see Iowa Code 622.69)
 4. Total amount: \$ _____ Sum of B2 and B.3

C. WITNESS CERTIFICATION: I, the undersigned witness, certify that the information above is true and correct.

Witness's signature: _____ Date: ___/___/20___

D. ATTORNEY CERTIFICATION³

[Print attorney]: _____

I certify that I called the person above as a witness, that the amount of costs and fees on this claim form are true and accurate, and that the person did appear in the above-captioned case.

Signature: _____ Date: ___/___/20___

¹ **INSTRUCTIONS FOR WITNESS:** Complete the document heading at the top of the page, complete section A, B, and C, attach a completed Confidential Information Form and deliver this form and attachment to the office of the county attorney or the attorney who called you as a witness. If you are claiming the costs of public transportation in section B2 above, you must attach copies of tickets, etc., showing all these expenses.

² An indigent party may be represented by a public defender, private court-appointed attorney, or a privately retained whose expenses are payable by the State Public Defender because the court determined that although the person is able to employ counsel, funds are not available to the client to pay for the witness fees.

³ **INSTRUCTIONS FOR ATTORNEY:** Complete section D. to verify the witness information and services, then file this form with the Clerk of District Court for the appropriate county for payment. In an EDMS county, the attorney shall e-file this and follow all protected information rules under Chapter 16 of the Iowa Court Rules. A private court-appointed attorney or a privately retained attorney for an indigent party must attach the attorney's appointment order or other finding of indigency. If the attorney's appointment order or other finding of indigence is not attached, the witness will not be reimbursed.