



DANE COUNTY  
DISTRICT ATTORNEY'S OFFICE  
Victim/Witness Unit  
Domestic Violence Unit  
DANE COUNTY COURTHOUSE  
215 South Hamilton Street, Room 3000  
Madison, Wisconsin 53703-3299  
(608) 266-4211

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*You have been subpoenaed to be  
a witness in a criminal proceeding.*

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**24 Hour Court Cancellation Line**

Sometimes hearings are cancelled or postponed. To avoid coming to court unnecessarily, please call the court cancellation line at (608) 266-4456 before coming to court. The recording is updated daily at 4:30 p.m. You may call anytime, but be sure to call the night before the hearing. If your case is on the list, you do not need to attend that hearing. You must appear if your case is not included on the cancellation list.

- **Why have I received a subpoena?**

A subpoena is an order that requires you to appear in court. You have received a subpoena because you have information that is important to the prosecution of a criminal case.

- **What is expected of me in court?**

You will be administered an oath, which requires that you answer truthfully all questions that you are asked. Attorneys for both sides have an opportunity to ask you relevant questions. Please dress appropriately for court.

It is difficult to predict the amount of time that you will be needed for court; please plan accordingly. You may want to bring reading material, medication, and money for snacks and parking.

- **Where do I go?**

Unless instructed otherwise, please report to the District Attorney's Office.

- **Is information available on the internet?**

Court case information is available at <http://wcca.wicourts.gov>. You may check the status of the case on the internet, however, you are not released from your subpoena unless you have been contacted by the District Attorney's Office or the case is listed on the 24 Hour Court Cancellation Line. Call the District Attorney's Office if you have questions.

- **Is child care available?**

Child care services are not available at the Dane County Courthouse. You will need to make other arrangements.

- **Is food available?**

There is a cafeteria located on Lower Level 1 in the Dane County Courthouse. It is open from 6:30 a.m. until 2:00 p.m., Monday through Friday. It is not open on weekends.

- **Will I be compensated for my time?**

You will receive a witness fee of \$16.00 for each day that you appear in court pursuant to your subpoena. You will also receive a mileage allowance of \$1 per day for in-city mileage or 20 cents a mile if you live outside the city limits.

In order to insure payment of your witness fee, you must provide your subpoena to the District Attorney's Office on the day you testify. Please make sure the address on your subpoena is current and accurate.

Your witness check will be mailed 6-8 weeks after your appearance.

- **What if I have been threatened or harassed about testifying?**

If you have been threatened or harassed about testifying, report this to your local police department immediately.

- **What if I am contacted about the case?**

An attorney, private investigator, or member of the media may contact you about the case. You are not required to speak with anyone. However, you may do so if you wish. Be advised that if you do choose to speak with someone, anything you say outside of court may be used as evidence in court. It is in your best interest to ask for proof of identification of any person who contacts you about the case.

- **Is transportation available?**

Due to limited parking options, we encourage the use of public transportation whenever possible. Madison Metro has many routes serving the downtown area. You may call Madison Metro at (608) 266-4466 for route information.

- **Where can I park?**

A few short-term metered parking spots are available along streets bordering the Dane County Courthouse.

There are also a number of parking ramps with limited public parking near the Courthouse. Please refer to the map. If you have any questions about parking, please call the District Attorney's Office at (608) 266-4211.