

Muster Nr. 31d*)

**Ladung von Zeugen im Ausland
- Englisch -
(zu Nr. 116)**

(Name of authority *Bezeichnung der Behörde*)

(Address of authority *Anschrift der Behörde*)

Summons

Please bring this summons with you to the hearing!

Please read the information overleaf. The information is of relevance to you only if the box has been marked with a cross.

Our ref.: <i>Aktenzeichen</i>	Prepared by <i>Bearbeitet von</i>	(Place and date <i>Ort, Datum</i>)
Tel: <i>Telefon</i> (country code)-(area code)-(...) <i>(Ländervorwahl)-(Ortsnetzkenzahl)-(...)</i> +49-(0) -	Fax: <i>Telefax</i> (country code)-(area code)-(...) <i>(Ländervorwahl)-(Ortsnetzkenzahl)-(...)</i> +49-(0) -	Email: <i>E-Mail</i>

Criminal proceedings
Strafsache

Imposition of a fine
Bußgeldsache

Private suit
Privatklagesache

against
gegen
in respect
of
wegen

Dear

You are to be heard as a witness in the proceedings specified above. You are therefore hereby summoned to the hearing on

Day <i>Wochentag</i>	Day, Month, Year <i>Tag, Monat, Jahr</i>	Time <i>Uhrzeit</i>	Above building <i>Zimmer Nr.</i> Room No.
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The role of witness is an important one. Your testimony may well help the court reach a verdict, even if you are of the opinion that you do not have anything of interest to say. The court needs your testimony at the above hearing to be able to establish the facts of the matter, even if you have already given a statement to the police, the public prosecutor or a judge.

You are entitled to compensation for any loss of earnings you may suffer and to the reimbursement of your expenses. If you are unable to pay your travelling expenses yourself, you can apply for an advance from the court. Please read the information on this overleaf.

Please let us know immediately if you intend to travel to the hearing from an address that is different from the one above, as otherwise, our assessment of the compensation due to you may well be to your disadvantage.

The court must be notified immediately of any change of address so that we can contact you at all times.

Please also inform the court forthwith if you do not have an adequate command of German, so that an interpreter can be engaged for the hearing.

Please also notify the court immediately whether or not you intend comply with this summons.

Be sure to bring with you to the hearing any documents that might be of relevance to the proceedings.

*) Muster Nr. 31d ist in den Sprachen Bulgarisch, Englisch, Italienisch, Kroatisch, Lettisch, Litauisch, Niederländisch, Polnisch, Russisch, Türkisch und Ukrainisch vorhanden. Die Muster werden von der obersten Justizbehörde zur Verfügung gestellt.

- Pursuant to Article 12 of the European Convention on Judicial Assistance in Criminal Proceedings, you are entitled to safe conduct. If you attend the hearing, you may not be prosecuted, arrested or your personal freedom in any other way restricted here in the Federal Republic of Germany on account of actions or convictions dating from the period prior to your departure from the territory of that state in which this summons was served upon you. This protection shall end if, during a period of 15 consecutive days subsequent to your hearing in court, you have had sufficient opportunity to leave, but have chosen instead to remain in the Federal Republic of Germany or if you return to the Federal Republic of Germany after having already left it.

Yours sincerely,

Important Information

Prior engagement

If you have a prior engagement on the date of the hearing, please bear in mind that other people besides yourself will be attending the hearing, and that all parties involved have a legitimate interest in settling this matter as soon as possible.

Compensation

You are entitled to compensation for any loss of earnings you may suffer and to the reimbursement of your expenses. If you are unable to pay your travelling expenses yourself or if it would be unreasonable to expect you to do so, you can apply for an advance by writing to the authority specified overleaf or to the nearest representation of the Federal Republic of Germany in your country.

a) Travelling expenses

You will appreciate that the court is obligated to keep the costs of the proceedings to an acceptable minimum. Only the costs of the **cheapest means of transport** from the address specified in the summons to the place of the hearing can therefore be refunded. You are also obliged to make use of any special rates or concessions that may be available.

In case you are travelling here by public transport, you will be reimbursed the expenses up to first class. If you come here by private motor vehicle, you will receive a compensation of 0.25 EUR/kilometer. The use of a more expensive means of transport (flying, for example) is acceptable only in exceptional circumstances (on grounds of health, age, especially poor connections, time etc.).

- The cost of a plane ticket shall be refunded in your case.

b) Loss of earnings

If you suffer a loss of earnings, please ask your employer to certify this and bring this certification concerning the loss of earnings with you to the hearing. If you are self-employed or work free-lance, please submit the relevant proof of this (e.g. trading licence, craftsman's ID, proof that you are licensed to work in a particular profession). You will then be compensated up to EUR 17 per hour for no more than 10 hours per day. Witnesses without any loss of earnings can be compensated at a rate of EUR 3 per hour and those not in gainful employment, but who run a household for more than one person, shall receive EUR 12 per hour. Higher compensation in line with your

personal circumstances can be paid in exceptional cases.

c) Other expenses

Any costs incurred for hiring someone to deputize for you at your place of work or to look after your children or other dependents who are normally in your care, as also the costs incurred by any escort who may be required to accompany you, shall be reimbursed only if you submit the relevant documentary evidence. Should an overnight stay be necessary, you will be refunded at the standard rate for a hotel in the medium price category at the place of the hearing.

- The compensation due to you plus your travelling expenses and other expenses are estimated to be in the order of

EUR.

This amount is an estimate only and does not constitute a claim to payment.

Important:

Your claim to compensation can be made either orally or in writing at the office of the authority specified overleaf. The claim shall lapse unless enforced within

3 months

of the end of your hearing as witness.

Should you have any questions in connection with this summons, please contact the court or the official responsible.