



## OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

INQUIRIES: Crown Counsel  
OUR REF: 12345-25  
YOUR REF:

[Insert Date]

### Re: Witness attendance at court

You are receiving this letter because you have made a witness statement to Tasmania Police about a crime, and you may be called to give evidence at the trial of:

[Accused's Name]

for [Charges]

The trial will be held at the Supreme Court of Tasmania at [Insert Court's Address]

It is expected that the trial will be held within the next 6 months.

If your contact details have changed (residential address, business address, phone contact or email), please give notice of the changes to our office.

Similarly, if you have a commitment, or are of the view that circumstances have arisen or may arise that will or may prevent you from attending and giving evidence in the trial, please contact our office to discuss the matter.

Our contact details are as follows:

For matters listed for hearing in Hobart:

Director of Public Prosecutions  
15 Murray Street  
HOBART TAS 7000

Tel: (03) 6165 3600  
Email: [dpp.reception@justice.tas.gov.au](mailto:dpp.reception@justice.tas.gov.au)

For matters listed for hearing in Launceston or Burnie:

Director of Public Prosecutions  
182 Cimitiere Street  
LAUNCESTON TAS 7250

Tel: (03) 6277 2923  
Email: [dpp.reception@justice.tas.gov.au](mailto:dpp.reception@justice.tas.gov.au)

When the matter is listed for trial, you will be contacted by staff from the Office of the Director of Public Prosecutions "ODPP" to arrange a briefing and notify you of the time and date that you are required to attend and give evidence.

If you have any queries about the court process or require assistance to get to Court, please let the ODPP know as soon as possible so that we can assist you.

You may be entitled to claim for expenses incurred (for example, for travel, parking, meals and childcare) or lost wages as a result of attending court to give evidence. Amounts paid will be paid up to the minimum amount payable, which is fixed by law.

In order to obtain reimbursement for expenses or loss of wages you will need to complete a witness expenses claim form. To download a copy of this form and for further information, please go to our website: [dpp.tas.gov.au/witnesses\\_and\\_victims](http://dpp.tas.gov.au/witnesses_and_victims), or contact the office on the details above.

***Per:***

**Director of Public Prosecutions**