



# MAINE COMMISSION ON INDIGENT LEGAL SERVICES

James Billings, Esquire  
Executive Director

If you received a subpoena to testify in a case with a Commission Assigned Attorney you may fill out the information at the bottom of this letter to request payment for mileage and the witness fee.

Please return this form along with a copy of your subpoena to our office as noted below.

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## REQUEST FOR PAYMENT FOR APPEARANCE BY SUBPOENA

Case Name: \_\_\_\_\_ Docket # \_\_\_\_\_ Court: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Dates of Appearance/Court: \_\_\_\_\_

Mileage per day \_\_\_\_\_ X Number of days \_\_\_\_\_ X \$0.22/mile: \$ \_\_\_\_\_

Number of days in Appearance under Subpoena: \_\_\_\_\_ X \$10.00/day: \$ \_\_\_\_\_

**TOTAL PAYMENT REQUEST: \$ \_\_\_\_\_**

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Please mail this request to the address below: