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CLERK OF THE CIRCUIT COURT & COMPTROLLER
SANTA ROSA COUNTY, FLORIDA

Clerk of the Circuit Court & Comptroller
Recorder of Deeds
Clerk and Accountant of the Board of County Commissioners
Custodian of County Funds
County Auditor

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Traffic Court Witness Compensation Claim Form

1. Witness Information:

Full Legal Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

2. Compensation Requested:

Number of Days: _____ x \$5.00 per day = \$ _____

Round-Trip Miles: _____ x \$.06 per mile = \$ _____

Total Amount Requested (Sum of days & miles above): \$ _____

Certification:

I certify that the above information is true and accurate to the best of my knowledge and that the expenses claimed were incurred as a result of my required appearance.

Signature: _____

Printed Name: _____

Date: _____

Required documentation for reimbursement:

- 1. Completed Traffic Court Witness Compensation Claim Form**
- 2. Copy of Subpoena received**
- 3. Printed mileage calculation from a recognized mapping website (e.g. Google Maps, MapQuest, or equivalent).**

All required documentation can be mailed or hand-delivered to:

Santa Rosa County Clerk of Courts
Attn: Administration Department
6495 Caroline Street Suite A
Milton, FL 32570