



**MINISTRY OF  
JUSTICE**

*Liberty  
Equality  
Fraternity*



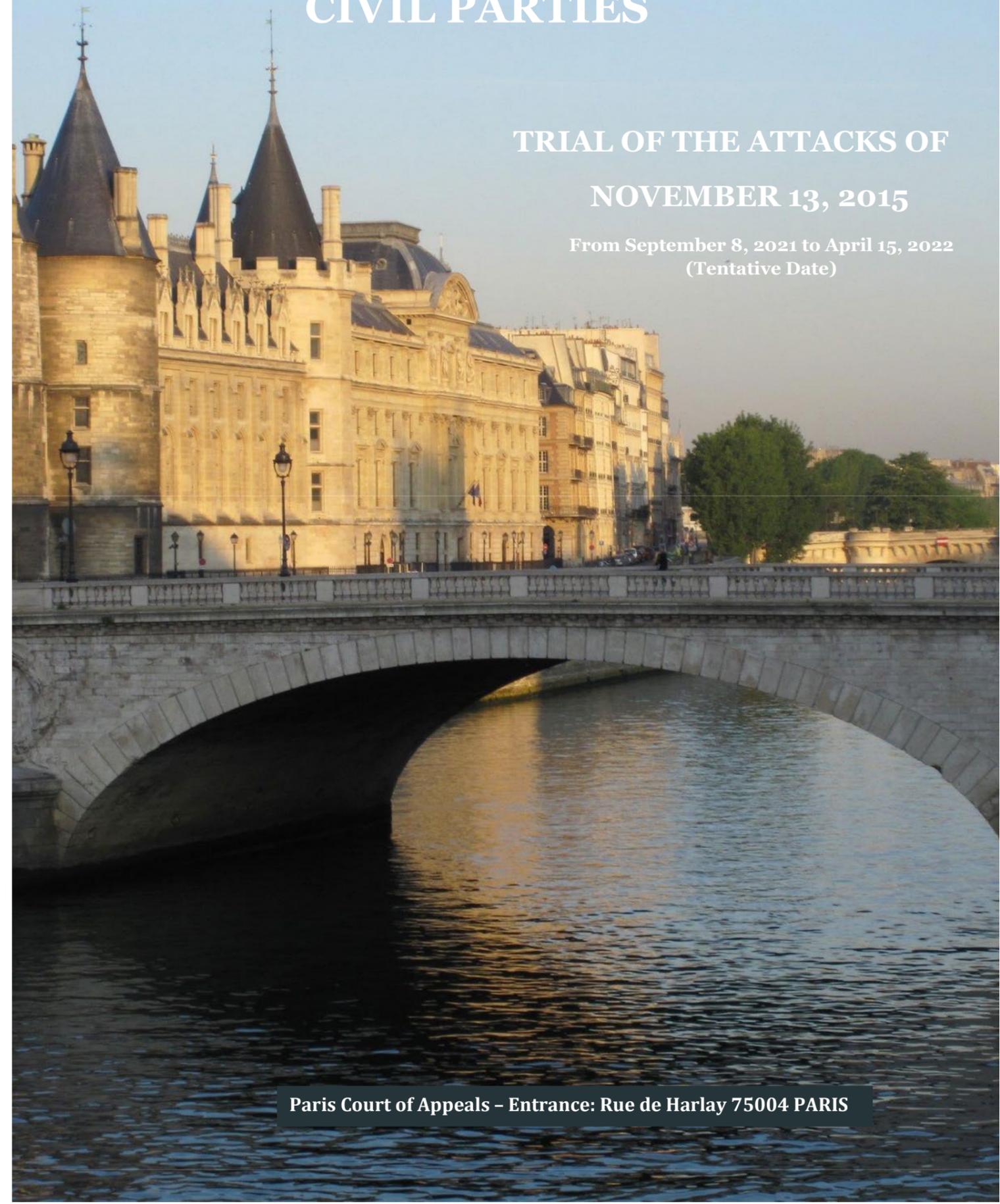
**VADE MECUM**

**CIVIL PARTIES**



**TRIAL OF THE ATTACKS OF  
NOVEMBER 13, 2015**

From September 8, 2021 to April 15, 2022  
(Tentative Date)



Paris Court of Appeals – Entrance: Rue de Harlay 75004 PARIS

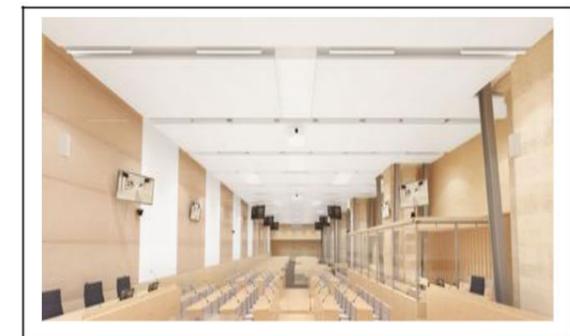
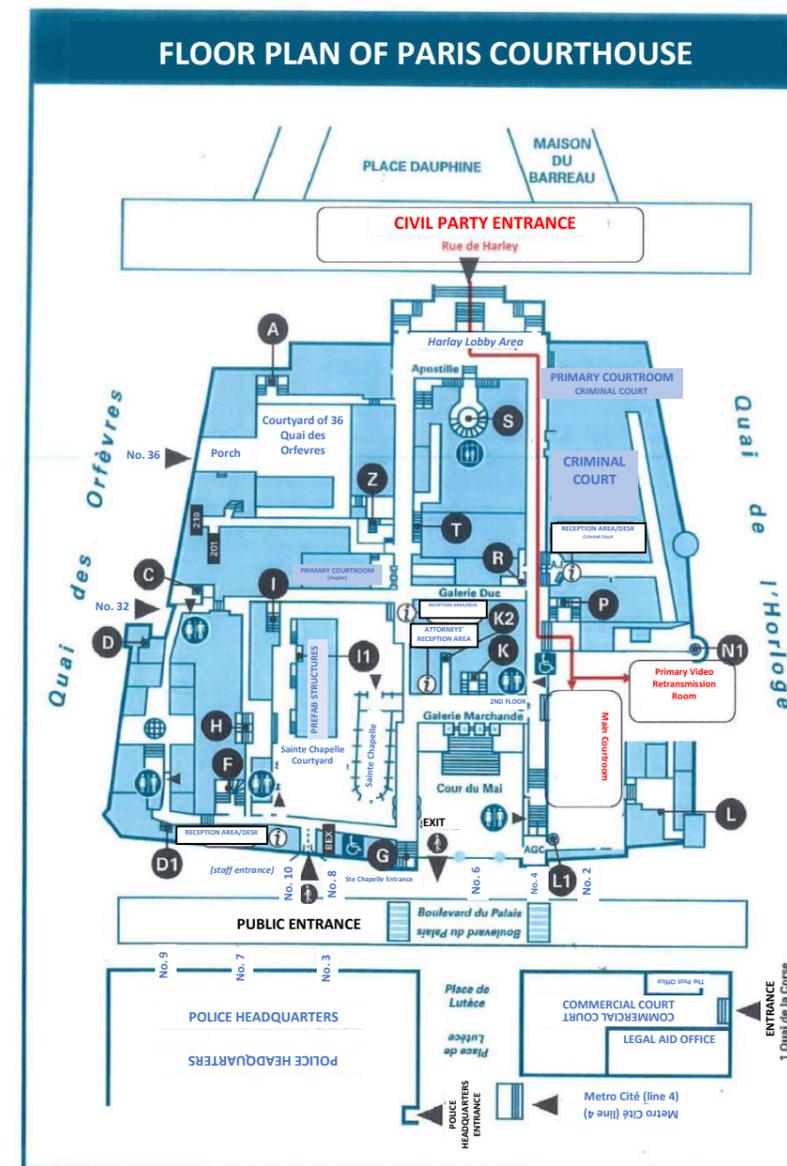
# TERMS AND CONDITIONS AND PRACTICAL ADVICE

- **Bags will not be accepted inside** the Court of Appeal for security reasons
- Arrive **at least 1/2 hour early** due to the crowd, particularly at “rush” hours (start of the hearing and after breaks)
- Civil parties: **dedicated entrance: rue de Harlay — 75001 Paris** — non-civil party family members, family: public entrance at 10 Boulevard du Palais — 75001 Paris
- Upon arrival: **report to the “clerk’s check-in” area to present your badge** (handed out during the preparatory session, dedicated hours reserved at the Aid for Victims Office, or on the 1st day of the court session). This “court costs” check-in point will be located near the courtroom.
- **This daily check-in at the Court will validate rights to reimbursement.** Keep any transit **tickets** (if the fare is not mentioned, provide supporting documentation from the transit company), and invoices for lodging for reimbursement by the clerk). See the attached form (List of documents to present to the reception desk):
  - ♦ On site: “Court Costs Reception Area trial V13”
  - ♦ By email: [frais.attentats.11-2015.ca-paris@justice.fr](mailto:frais.attentats.11-2015.ca-paris@justice.fr)
  - ♦ By mail: Cour d’appel de Paris — Service régie / SCFJ – 4 boulevard du Palais – 75055 Paris Cedex 01)
- The hearing room and video retransmission room are indicated with arrows. The main courtroom is located in the “major trials room” (formerly concourse room - map attached)
- Seats in the main courtroom are limited and preferably reserved for civil parties called upon to testify about the acts committed and their consequences, based on the calendar set by the president. **Family members will always be in the video retransmission rooms**, which are indicated with arrows.
- Psychologists and those hosted by Paris Aid to Victims will be present throughout the trial. They will be easily recognizable (a sleeveless outer vestment and badge) and reachable at **01 44 32 09 55** or at **06 35 18 99 60** (from 10 a.m. to 12 p.m. and from 2 p.m. to 4 p.m.) or by email at [proces@pav75.fr](mailto:proces@pav75.fr).



# LAYOUT OF COURT

Civil Parties:  
Entrance through the entrance on rue Harlay (75001 Paris)



## REQUESTS FOR LEGAL AID

### To create a Legal Aid file (French and foreign victims):

#### 👉 Fill out and sign the request (CERFA no. 15626\*02) \* and attach:

- An identity document
- Procedural document (summons before the criminal court in one's name and/or the judicial order before the criminal court with the civil party's name previously highlighted by the attorney).
- If you have chosen an attorney: add the attorney's letter confirming representation. In this event, the attorney may himself/herself file your request for legal aid with the Bar. A reception area will be arranged during the trial.
- In the event you have not chosen an attorney, the BAJ (*Bureau d'aide juridictionnelle* or Office of Legal Aid) will appoint one:

#### 👉 File your request directly with the BAJ or send it by mail to:

Bureau d'Aide Juridictionnelle (BAJ) – Tribunal Judiciaire de Paris - Parvis du Tribunal - 75859 PARIS CEDEX 17

\*The CERFA may be downloaded from the Internet. You may pick up a copy at the *Bureau d'Aide aux Victimes* (BAV or Office of Victims Aid) at the Court of Appeal (8 Blvd. du Palais, 75004 Paris), located in the *Galérie Marchande* at the top of the stairs of the *Cour du Mai* (The court of Mai).



PARIS COURT OF APPEAL

## REIMBURSEMENT OF COURT COSTS FOR WITNESSES AND CIVIL PARTIES



# FORM TO FILL OUT

**Complete this form and return (before the trial to the extent it is possible)**

**With the following documents:**

- Copy of the identity card or passport
- A bank or postal account statement with your name
- Copy of your summons

In accordance with statute no. 78-17 of January 6, 1978, called the “Data Processing and Individual Freedoms” statute, this information will be subject to data processing.

☛ To the agent at the Clerk's Office responsible for issuing badges to civil parties

☛ By email: [frais.attentats.11-2015.ca-paris@justice.fr](mailto:frais.attentats.11-2015.ca-paris@justice.fr)

☛ Mailing address: Cour d'Appel de Paris  
Service régie / SCFJ  
4 boulevard du Palais  
75055 PARIS CEDEX 01

✂-----

LAST NAME: .....

Commonly used name: .....

First name: .....

Mailing address: .....

.....

.....

.....

Telephone: .....

Email: .....

**Reference RG 20/0064 – 1531800001**  
**Trial of the attacks of November 13, 2015**

Dear Sir/Madam,

You have been summoned as a civil party or witness by the Public Prosecutor before the Criminal Court of Paris for the above-referenced hearing. Compensation may be granted to you upon request and presentation of supporting documentation, under the following conditions:

1<sup>o</sup>) Before the start of the court session, return the attached form/coupon with the following documents attached:

- the original citation (= summons) (request it from your attorney if you have elected to use the attorney's address)
- An original bank account statement (with IBAN and BIC). A copy of an identity document or family record book must be provided in the event that the names are different from those indicated in the brief, the summons or the banking statement (e.g., maiden name).
- A recent proof of domicile in your name must be provided in the event of a request for reimbursement of transportation expenses, meals and lodging.
- Other supporting documents: see the summary table on → the next page

These documents will enable the clerk's representative to establish a record for reimbursement of expenses.

Reports edited by the clerk shall be signed at the beginning of the following week, on Tuesday. Those which have not been signed shall be sent in the mail to the persons concerned.

Please remember to always keep a copy of your summons.

2<sup>o</sup>) **Presentation each day, upon arrival, at the “court costs” desk** set up near the “Major Trials” courtroom - Paris Court of Appeal — (entrance on Rue de Harlay — 75001 PARIS) so that you **sign in and out with your badge upon arrival and departure** and thus verify your attendance and be reimbursed for expenses.

3<sup>o</sup>) Persons with limited mobility and reporting to the court of appeal with a “disability” pass may be accompanied by an escort.

# TABLE OF COMPENSATION AND REIMBURSEMENT FOR EXPENSES

TYPE OF COMPENSATION/EXPENSES	AMOUNT IN 2021	TERMS AND CONDITIONS	SUPPORTING DOCUMENTS
<b>COMPENSATION FOR APPEARANCE</b>	€42.50/day	Attendance in the courtroom indicated by badging	The summons to appear before the Court of Appeal at the request of the public prosecutor or summons, <b>in the original at time of first request</b>
<b>LOST WAGES</b>	Minimum wage (€10.25 in 2021) X number of hours of appearance  (8 hours maximum per day)	Attendance in the courtroom indicated by badging	- Original certification and signed by employer specifying the employee's hourly rate, including employer's stamp and signature  - For liberal professions: sworn statement, signed original copy specifying the annual compensation received + any document from professional, social or fiscal bodies (Most recent tax assessment notice)
<b>COMPENSATION FOR MEALS</b>	€17.50	Away from residence** during the entire period between: 11 a.m. to 2 p.m. for noon hour - 6 p.m. to 9 p.m. for the evening	<b>No supporting documents needed</b>
<b>COMPENSATION FOR LODGING</b>	€110 max. including breakfast for Paris; €90 for major cities whose legal population is equal to or above 200,000 inhabitants; €70 including breakfast for other cities. Compensation for lodging is reduced by 10%, 20%, and 40% respectively applied from the 11th, 31st and 61st day.	Away from residence** during the entire period including between 12 a.m. to 5 a.m. (no reimbursement for weekend nights)	Original hotel invoice including the name of the civil party lodged, the lodging date(s) and mention of actual amount of payment
<b>Expenses reimbursed with supporting documents AND <u>if the civil party's domicile is located outside region of municipality and adjacent municipalities where the court hearing takes place**</u></b>			
<b>TRAIN</b>	Trip cost	SNCF 2nd class - Exceptionally 1st class on presentation of an SNCF receipt according to which 1st class is less expensive under the same conditions (dates, discount card...) than 2nd class	Original 2nd class train ticket mentioning the fare. - 1st class: proof of less expensive fare than 2nd class or comparable between 1st and 2nd
<b>PLANE</b>	Price of trip	Economy class fare	Original tickets/boarding pass with the amount paid. + invoice in the name of the civil party This mode of transportation is covered: - if price conditions are less expensive than by rail - if there is no railway connection - if time of rail travel is more than 4 hours
<b>MASS TRANSIT RER / METRO ORLYVAL</b>	Price of trip 1 metro ticket at unit price: €1.90 A booklet of metro tickets €16.90		Original ticket, with the price of tickets other than the metro or RER
<b>TAXI</b>	Price of trip	Taxi expenses are covered only if your health condition justifies	Invoice issued by the taxi driver Medical certificate justifying the impossibility of travelling by mass transit
<b>CAR*</b>	Depending on the number of kilometers travelled and the horsepower of the vehicle: 5CV and - = 0.29 / km - 6 and 7CV = 0.37 / k - 8CV and + = 0.41 / km	Trip residence/courtroom only	Copy of the vehicle's registration document in the name of the civil party or verification of vehicle lease + copy of the lender's national ID card
<b>TOLLS</b>	Cost of toll		Original toll ticket in the name of the civil party or witness
<b>PARKING</b>	Cost of parking	Maximum 72 hr. for the duration of the trial	Original parking ticket

\* pursuant to Decree no. 2013-770 of August 26, 2013, payment for mileage is extended to civil parties. The summons or convocation is proof of authorization to use a personal vehicle.

\*\* within the meaning of Article 2 of the Decree no. 2006-781 of June 3, 2006, as amended by the Decree of February 26, 2019, constitutes one and the same municipality, any municipality and surrounding municipalities served by public passenger transport. Not reimbursable are residents of PARIS, AUBERVILLIERS, BAGNOLET, BOULOGNE-BILLANCOURT, CHARENTON-LE-PONT, CLICHY, FONTENAY-SOUS-BOIS, GENTILLY, ISSY-LES-MOULINEAUX, IVRY-SUR-SEINE, JOINVILLE-LE-PONT, LE KREMLIN BICETRE, LE PRE SAINT-GERVAIS, LES LILAS, LEVALLOIS-PERRET, MALAKOFF, MONTREUIL, MONTROUGE, NEUILLY-SUR-SEINE, NOGENT, PANTIN, PUTEAUX, SAINT-CLOUD, SAINT-DENIS, SAINT-MANDE, SAINT-MAURICE, SAINT-OUEN, SURESNES, VANVES, VINCENNES

**TABLE  
OF COMPENSATION AND  
REIMBURSEMENTS  
OF COURT COSTS  
FOR WITNESSES AND CIVIL  
PARTIES**



**Paris Court of Appeal**

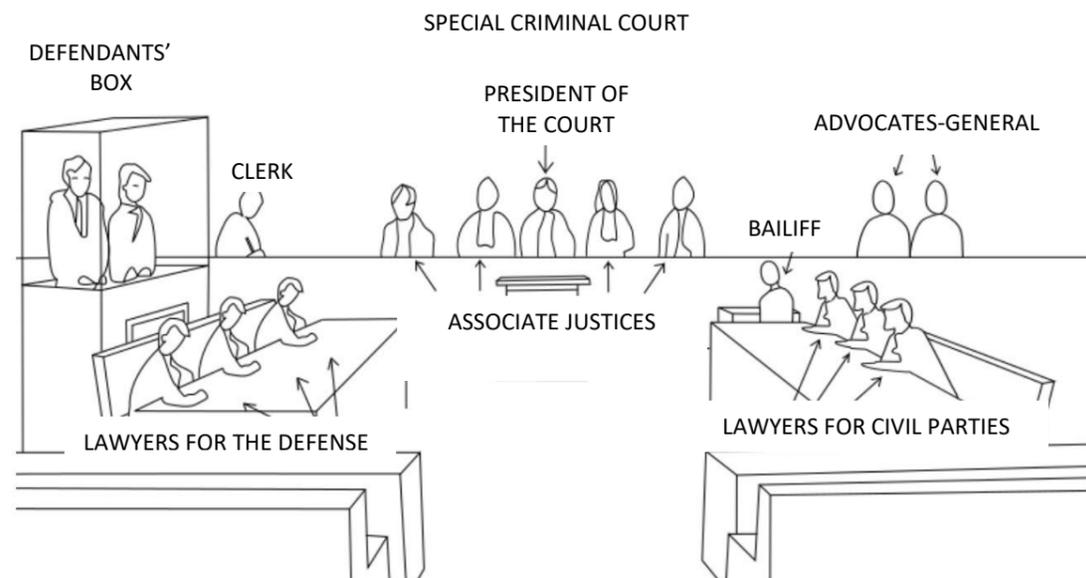
*The document concerning the WEB RADIO*

*With practical details and telephone lines to reach  
technical services or the team of psychologists*

*Will be sent to you later.*



## **SPECIAL CRIMINAL COURT**



## The special criminal court

Since the law of September 9, 1986, adjudication of terrorist crimes is the jurisdiction of a special criminal court. It is made up exclusively of professional judges (and not juries from civil society).

### THE MAJOR PLAYERS IN THE SPECIAL CRIMINAL COURT

#### The President

He conducts proceedings and takes any steps necessary for smooth conduct of the court session. He gives the floor to all those who need to speak before the court (Persons who are questioned answer only to the President). He presents the alleged acts to the defendant and informs him or her of his or her rights. He also decides when to suspend the court session. He is assisted by associate justices.

#### Associate justices

They are appointed by order of the first president of the criminal court. They are professional magistrates. They participate in the arguments and ask questions during the court session. They deliberate with the president following the trial. When in the case of a 1st instance, they are 4 assistants as well as alternates. 4 assistants as well as alternates.

#### Advocate General

The Solicitor General, he represents the Public Prosecutor, the interests of society. He leads the prosecution against the defendants and lays out the charges. In his indictment, he requests the sentence that he sees fair and appropriate based on the offenses being prosecuted. He may ask questions of witnesses, experts, defendants and victims, during the trial.

#### The Clerk

He compiles dossiers, ensures that all procedural formalities are met in keeping with the law, and certifies all procedural acts.

#### The Bailiff

He calls out the cases and ensures maintenance of order in the courtroom under the authority of the President.

#### Lawyers (for the defense / for civil parties)

They represent and assist the parties during the trial. They may ask questions to various participants throughout the trial, after each court session.

#### The Civil party (Or parties)

They are present (in the preceding) as victim(s) and may be led to testify about the acts committed and their consequences. They do not, however, testify under oath (Article 335 of the Criminal Procedure Code), which allows them to participate in all of the arguments.

#### The Defendant(Or Defendants)

At the time of the trial, upon the President's decision, the defendant(s) may speak in order to respond to examinations and testimony. They may also be personally heard in detail concerning the facts, and also about their character.

## THE VARIOUS PARTICIPANTS IN THE TRIAL

### Interviewers

They must present before the court the evidence, instructions received, investigations carried out, and in general, the status of the investigation.

### Witnesses

They appear in the order chosen by the President. There are **witnesses of "facts,"** who personally witnessed these acts, and **witnesses of "character,"** who testify about the character of parties to the trial. They may not attend the court session unless they testify.

### Experts

#### -Technical Experts

These are experts who will shed the light for the court on what was the most plausible sequence of events, or on pieces of forensic evidence. E.g.: *medical examiner, ballistics expert...*

#### - Personality Experts

These are professionals such as psychologists, psychiatric physicians, who will provide the court with information concerning, in particular, the defendant's psychology, his ability to discern, etc.

## THE TRIAL PROCESS IN THE SPECIALLY CREATED CRIMINAL COURT

The following matters shall be raised, the **order of which shall be determined by the President:**

The President begins by presenting the alleged **acts** committed by the defendants.

The President proceeds with various **hearings and interrogations** from:

- Witnesses
- Experts
- Depositions of civil parties
- Interrogations of the defendants

The arguments conclude with **oral arguments** from lawyers for the civil parties followed by **requisitions** by the Advocate General and finally, oral arguments from the defense attorneys. The defendants have the last word.

**Deliberations:** by the President and his four assistant judges. Initially, the court deliberates on guilt. If the authors are found guilty, the court then determines the sentence.

**The verdict:** shall be pronounced by the President in a public court session.

