

**House Committee on Appropriations
Subcommittee on the Departments of Commerce, Justice, and State, the Judiciary and
Related Agencies**

**INSTRUCTIONS FOR PROVIDING WRITTEN
TESTIMONY FOR FISCAL YEAR 2005**

The Subcommittee on Commerce, Justice, State and the Judiciary will not be scheduling any outside witness hearings on the fiscal year 2005 budget. As in past years, interested parties may submit written testimony to be included in the official record. Testimony must be received **no later than 5:00 pm on April 9, 2004** for it to be included in the printed hearing volume. Current mail handling measures have complicated Congressional mail procedures. The Subcommittee strongly recommends submitting testimony via electronic mail.

To send via standard mail your written statements must:

- Not exceed four pages;
- Be singled-spaced on 8.5 by 11 inch letter size paper;
- Be at least 12 point font and one inch margins;
- Clearly state in the first paragraph the agency, program, and amount of money involved in the request;
- Clearly indicate your name, title, and institutional affiliation at the top of the first page; and
- Not include color and detailed photos since the hearing volume will be photographically reproduced. However, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the four page maximum length.
- You should send four individually stapled, unfolded copies, and one original, unstapled copy to:

Subcommittee on Commerce, Justice,
State, the Judiciary and Related Agencies
H309, The Capitol
U.S. House of Representatives
Washington, DC 20515-6017
Attention: CJS Detailee

* **Note:** if sending testimony by any means other than electronically, allow an additional 3 to 4 days for delivery (the deadline is still 5:00pm on April 9, 2004)

As an alternative, you may submit your testimony as an electronic mail attachment to (Approp.Commercejustice@mail.house.gov). Your written statement must meet all of the above standard mail requirements except for the multiple copy requirement. Submit your testimony EITHER electronically or through the postal mail service.

The Rules of the House require additional information from nongovernmental witnesses. According to clause 2(g)(4) of Rule XI,

In the case of a witness appearing in a nongovernmental capacity, a written statement of proposed testimony shall include a curriculum vitae and a disclosure of the amount and source (by agency and program) of each Federal grant

(or subgrant thereof) or contract (or subcontract thereof) received during the current fiscal year or either of the two previous fiscal years by the witness or by an entity represented by the witness.

Consistent with this rule, the Subcommittee requests that all public written testimony be accompanied by the curriculum vitae and disclosure described above. This supplementary information is not subject to the page limitation for written testimony.

Thank you again for your interest in the activities of the Subcommittee on Commerce, Justice, State, the Judiciary and Related Agencies. If you have any questions or require further information, please contact the Subcommittee staff at (202) 225-3351.