

**REQUEST FOR RESTITUTION**

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

Case Number: \_\_\_\_\_ Defendant Name: \_\_\_\_\_

In every criminal case, a victim is entitled to request restitution when:

1. The restitution is directly or indirectly caused by the criminal act of the Defendant. \*
2. The defendant is found guilty of the offense.

Below are several common types of damages for which victims often seek restitution. We require supporting documentation (receipts, estimates, bills). If you have repaired or replaced any item, you should keep the receipt and provide a copy to this office. Please indicate the amount you are seeking and provide the documents to this office. *Unfortunately, damages due to emotional pain and suffering or as a result of leaving the scene of an accident with property damage are only available through the civil courts, and not through criminal restitution. It is critical that you submit the restitution documentation and the amount as quickly as possible. Failure to do so may result in RESTITUTION NOT BEING ORDERED.*

1. MEDICAL or COUNSELING TREATMENT (bills or receipts must show the dates your received service): \$ \_\_\_\_\_
2. LOSS OF WORK/WAGES (Please include employer's or supervisor's name and telephone number)
  - a. TOTAL AMOUNT OF LOSSES: \$ \_\_\_\_\_
  - b. Date(s) and Number of days in which you missed work: \_\_\_\_\_
  - c. Employer name and telephone number: \_\_\_\_\_  
Ph: \_\_\_\_\_
3. Do you have health, automobile, or property INSURANCE to cover any of these bills or lost wages (Yes or No)? \_\_\_\_\_

A defendant may be placed on probation, or serve a period of time in jail or prison as a result of a criminal offense. A Court may order a defendant to make payments to the victim, or Victim Compensation, for restitution. If that occurs, ask the Assistant State Attorney or advocate to provide you with a copy of the order.

\* Note: Restitution for property damage is not permissible in criminal cases involving the charge of "leaving the scene of an accident involving property damage".