

INSTRUCTIONS FOR VICTIM IMPACT STATEMENT, RESTITUTION FORM AND CRIME VICTIMS' BILL OF RIGHTS FORM

Enclosed are three documents:

- 1) Victim Impact Statement
- 2) Restitution Worksheet
- 3) Crime Victims' Bill of Rights

CRIME VICTIMS' BILL OF RIGHTS

You may choose to sign the Crime Victims' Bill of Rights document stating whether you agree or refuse to be interviewed by the accused, the accused's attorney, or an agent of the accused

VICTIM IMPACT STATEMENT and RESTITUTION WORKSHEET

If the defendant enters a guilty plea to the crime or is found guilty after a trial, certain information concerning the impact of the crime on you and your family may be used to determine a fair sentence. This information can affect the type and length of the sentence a defendant will serve, and can be the basis for requesting restitution for any financial losses you have suffered.

Thus, we are requesting you to provide us with information on the restitution worksheet and victim impact statement which will help prosecutors. The information concerns any economic loss or financial costs you have suffered because of the crime. Also, any physical injury and any psychological or emotional changes caused by the experience are important to us.

Information on these forms may help at sentencing. The restitution worksheet is necessary if we seek restitution for financial losses. The victim impact statement is used by the parole board in the event the defendant is sentenced to prison. Also, the prosecutors may use the same form in recommending a sentence to the Judge. We will have to give notice of this information to the defendant's attorney prior to the hearing.

On the crime victim impact statement, the general direction is to explain how this crime has affected you or your family. You should consider providing the following information, if it relates to your case:

- Describe the nature of the crime.
- Identify any physical injury suffered by you or your family as a result of the crime, including the seriousness and permanence of the injury.
- Describe any change in your personal welfare or relationships with your family as a result of the crime. Explain the emotional impact.
- Identify any request for psychological services by you or your family as a result of the crime.
- Describe any other information related to the impact of the crime upon you, your family, or the community.

**Please mail, fax or bring your information to: Victim-Witness Assistance,
197 Carl Griffin Drive, Savannah, GA 31405. Phone is (912) 652-6702 or
(912) 652-6735. Fax is (912) 644-4042.**