

VICTIM IMPACT RESTITUTION FORM

CASE INFORMATION: (This section completed by the District Attorney's Office)

Victim Name	Defendant(s) Name(s)	Case Number and/or Charge(s)

PLEASE NOTE: When ordered by the court, restitution is paid by the defendant(s).

In order that your loss may be adequately presented to the Court, please complete this form and return to the District Attorney's Office within ___ days. Be as specific as possible when listing the damages you suffered and/or the items you lost. You must enclose copies of bills, receipts, estimates, employer statement verifying missed work days, and any other documents that will assist the court. Attach additional sheets, if necessary. If additional help is needed, or if you need information on the Georgia Crime Victims Compensation Program, please contact the District Attorney's Office at **(800) 753-5897**.

I. EXPENSE TYPE: PERSONAL

<u>Column A</u> List personal expense items	<u>Column B</u> Dollar amount at this time	<u>Column C</u> If eligible, amount requested from GA Crime Victims Compensation	<u>Column D</u> Amount requested from other insurance
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

II. EXPENSE TYPE: WORK-RELATED

<u>Column A</u> Number of days out of work	<u>Column B</u> Total lost wages/income	<u>Column C</u> If eligible, amount requested from GA Crime Victims Compensation	<u>Column D</u> Amount requested from other insurance
	\$	\$	\$
	\$	\$	\$

III. EXPENSE TYPE: PROPERTY

<u>Column A</u> List Property	<u>Column B</u> Value of loss at this time	<u>Column C</u> If eligible, amount requested from GA Crime Victims Compensation	<u>Column D</u> Amount requested from other insurance
	\$	\$	\$
	\$	\$	\$

IV. EXPENSE TYPE: OTHER

<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>
	\$	\$	\$

V. TOTAL REQUEST FOR RESTITUTION

- | | |
|---|----------|
| 1. Total expenses at this time (add all dollar amounts listed in Column B): | \$ _____ |
| 2. Total requested from Victims Compensation (add dollar amounts listed in Column C): | \$ _____ |
| 3. Total requested from other insurance (add dollar amounts listed in Column D): | \$ _____ |

PLEASE NOTE: SOME CASES ARE RESOLVED VERY QUICKLY. THEREFORE, FAILURE TO RETURN THIS FORM WITH THE NECESSARY DOCUMENTATION WITHIN ___ DAYS MAY RESULT IN LOSS OF DUE RESTITUTION.

***Immediately notify the District Attorney's Office of additional bills/expenses received after this form I submitted!**

I verify that to the best of my knowledge all the information provided by me on this form is true and correct.

Requester Name (Print) _____

Requestor Signature _____

*If completed by someone other than the victim, please indicate your relationship to the victim:

Date ___ / ___ / _____

VICTIM IMPACT RESTITUTION FORM (VIRF)

INSTRUCTIONS: Please use the following guidelines when completing the VIRF on the reverse side.

I. EXPENSE TYPE: PERSONAL

- Column A - The list of possible items may include, but is not limited to the following type of expenses: Counseling (victim, spouse & dependents), Medical/Hospital (bills, replace/repair costs for glasses, dentures, wheelchair, prosthetics, hearing aid, etc...) Funeral/Burial costs (including headstone), Rehab/Occupational Therapy, Travel (mileage, cab fare, parking fees, etc.), Child care, etc...
- Column B - Total dollar amount spent at this time for the item listed
- Column C - If eligible, amount you requested from The Georgia Crime Victims Compensation Program
- Column D - Amount you requested from third party/other insurance, such as personal medical insurance, short and long-term Disability insurance, family members/friends on your behalf, etc...

II. EXPENSE TYPE: WORK-RELATED

- Column A - Include the number of days missed from full and part-time work due to this crime. This may include, but is not limited to, work missed due to court hearings, meetings with the District Attorney's Office, medical /counseling appointments, etc...
- Column B - Total lost wages based on income
- Column C - If eligible, amount you requested from The Georgia Crime Victims Compensation Program
- Column D - Amount you requested from third party/other insurance, such as personal medical insurance, short and long-term Disability insurance, family members/friends on your behalf, etc...

III. EXPENSE TYPE: PROPERTY

- Column A - List any stolen, damaged, or destroyed items (e.g., crime scene repairs and clean-up, etc...)
- Column B - Total estimated value of loss at this time for property replacement, repair, or recovery
- Column C - If eligible, amount you requested from The Georgia Crime Victims Compensation Program. PLEASE NOTE: Georgia Crime Victims Compensation does not cover property crimes at this time. Therefore, the only eligible expense from the Georgia Crime Victims Compensation Program under this section will be crime scene clean-up.
- Column D - Amount you requested from third party/other insurance, such as personal medical insurance, short and long-term Disability insurance, family members/friends on your behalf, etc...

IV. EXPENSE TYPE: OTHER

List any other loss that may be applicable, which is not included elsewhere on this form, such as insurance deductibles, insurance co-pay, etc...

REMEMBER if you have any questions about completing this form you can call The District Attorney's Office toll free at 1-800-753-5897 for assistance.