

B. Reimbursement Received

1. Name and Address of Property Insurance Company _____

a.) Total amount received/reimbursed \$ _____

2. Name and address of Hospital/Medical Insurance Company _____

b.) Total amount received/reimbursed \$ _____

3. **Restitution Received** \$ _____
 Explain _____

4. **Other Reimbursements Received** \$ _____
 Explain _____

Subtotal B: (Sum of Reimbursements) = Total\$ _____

C. Economic Loss NOT Reimbursed

Subtotal A Minus Subtotal B= Total\$ _____

Note: This amount represents your total out of pocket unreimbursed financial losses. The total MUST be CLEARLY indicated to ensure the Court addresses restitution.

If you wish for your phone number to be confidential, please use the attached form provided. This will not be part of your Victim Impact Statement nor part of the court's file and will be kept confidential. Our office needs a current daytime phone number in the event we need to contact you regarding your Statement or to provide case status information.

If you choose to use this method, **please do NOT write your phone number on this page.**

Signature of Person Completing Form _____
Date

Daytime Telephone Number

PLEASE REMIT YOUR STATEMENT TO:

**OFFICE OF THE COMMONWEALTH'S ATTORNEY
 VICTIM WITNESS ASSISTANCE PROGRAM
 9300 WEST COURTHOUSE ROAD #102
 MANASSAS, VA 20110
 703-792-8220**

CONFIDENTIAL

DEFENDANT(S):

I request my phone number be kept confidential.

Signature

Date

Printed Name

DAYTIME PHONE NUMBER(S)

VICTIM IMPACT STATEMENT

COMMONWEALTH OF VIRGINIA

How it is used

This Victim Impact Statement form gives the victim or others affected by crime(s) the opportunity to express, in writing, the impact of this (these) crime(s). This may include any economic losses, the extent of any physical or psychological injuries, and any major life changes as a result of the crime(s).

A written presentence report is prepared by a probation and parole officer to assist the judge in sentencing. This report focuses on the crime, the defendant's background, and any criminal history. Upon request of the victim, the Victim Impact Statement is included as part of the presentence report and **may be seen by the defendant**.

Because a copy of the Victim Impact Statement must be provided to the Commonwealth's Attorney or Assistant Commonwealth's Attorney (prosecutor) and the defense attorney, **at least ten days in advance of sentencing**, you are required to return the form prior to the sentencing date. The due date will be listed on the form. If there is no date listed, contact the local victim/witness program or the prosecutor.

If the judge does not order a presentence report, the prosecutor must, if the victim requests, submit a Victim Impact Statement to the court and defense attorney prior to sentencing.

The Victim Impact Statement can also provide information useful in determining court-ordered restitution. It may also be used by the Criminal Injuries Compensation Fund, which pays unreimbursed expenses of victims who suffer personal physical injury or death, as a result of a crime.

Although every effort will be made to collect any financial restitution ordered by the court, there are no guarantees of full payment. There are other options, such as contacting the victim/witness program, the probation and parole office, the prosecutor, and/or the clerk of court. Should all efforts fail to collect restitution, it may be advisable to discuss civil options with an attorney.

The information requested will assist in evaluating the effects of the crime(s). As part of the presentence report, it may also be considered by institutional treatment personnel.

Sections 19.2-264.4 and 19.2-295.3 of the *Code of Virginia* also allow crime victims, upon motion of the Commonwealth's Attorney, to testify at the sentencing hearing regarding the offense. Ask your Commonwealth's Attorney or victim/witness program staff for more information about this option.

Instructions

- Complete those sections that apply, and add any additional sheets.
- This document may be completed by a friend, relative, or advocate for the victim.
- Write neatly or type.
- Document/itemize financial losses, as a result of the crime.
- Sign and date the Victim Impact Statement form.

Helpful Hints

Below is a list of suggestions for completing a Victim Impact Statement. Ask the victim/witness program staff or the prosecutor for more assistance in completing the form.

What you should do when completing the form:

- Discuss how you felt while the crime was taking place or the emotional impact this crime has had on your life
- Discuss the physical, psychological, and financial impacts of the crime

Use specific examples of how the crime has changed your life

What you should not do when completing the form:

- Introduce new evidence not covered at the trial or repeat evidence already presented
- Use derogatory or obscene language in discussing the defendant

Additional Resources

Local Victim/Witness Programs

There may be a victim/witness program available in your community to provide information, assistance, and support. You may already have contacted the victim/witness program, but if you do not know the number of your local program, call the Crime Victim Assistance INFO-LINE at 1-888-887-3418.

Crime Victim Assistance INFO-LINE

Call the Crime Victim Assistance INFO-LINE toll free at 1-888-887-3418 Monday through Friday, 9:00 AM-5:00 PM for more information on your rights as a victim, referrals to local services, and crisis intervention, as needed. The INFO-LINE is part of the Victims Services Section of the Virginia Department of Criminal Justice Services. For further information please call (804)786-4000.

Department of Corrections Victim Services Section

Call the Department of Corrections' Victim Services Section at 1-800-560-4292 to request notice of the release, transfer, name change, or escape of incarcerated offenders in the state prison system.

Office of the Attorney General

Call the Office of the Attorney General of Virginia, Victim Notification Program at 1-800-370-0459 or (804)371-7763 to request notice of the defendant's appeal of his/her conviction and/or sentence.

THE VICTIM IMPACT STATEMENT FORM

This Victim Impact Statement form was developed by a multi-disciplinary group, convened by the Victims Service Section of the Department of Criminal Justice Services and included representatives from the Department of Criminal Justice Services, Probation and Parole, the Department of Corrections, the Supreme Court of Virginia, the Virginia Association of Commonwealth's Attorneys, judges, victim/witness program staff and crime victims.

SUGGESTIONS FOR WRITING A VICTIM IMPACT STATEMENT

1. Use additional paper if necessary or if you wish, use your own format.
2. Write or type clearly and concisely.
3. Discuss characteristics of the life of the victim BEFORE the crime. List specific examples.
4. Discuss feelings DURING the crime.
5. Discuss characteristics of the life of the victim AFTER the crime. List specific examples.
6. Don't be bashful. Write your statement as "awful" as it really is.
7. As difficult as it is please use the word associated with the crime. For example, if you were raped, use this word. Don't minimize what happened by merely describing the offense as an "assault". If someone close to you was murdered, use this word. Don't minimize what happened by describing the offense as a "death".
8. An effective VIS should be relatively short. Always write from your heart so the recipient can see how this crime has affected your life and those of your love ones.
9. Give an opinion about sentencing.

A "Victim" is:

1. An individual who has suffered physical, psychological or economic harm as a direct result of a felony or of assault and battery, stalking, sexual battery, attempted sexual battery, or driving while intoxicated.
2. A parent or legal guardian of such person who is a minor.
3. A spouse, child, parent, or legal guardian of such person who is physically or mentally incapacitated or was the victim of a homicide.