



Documenting Losses for Victim Restitution

Restitution is a certain amount of money a court orders a person convicted of a crime to pay to a victim, a victim's estate, or to the family of a victim who is deceased, for certain expenses related to the crime. The court may consider property damages, medical and hospital expenses, lost earnings, and funeral, burial or cremation expenses that the defendant may be required to pay.

Types of Restitution

Medical Care

- Emergency transportation to the hospital
- Rape kit examinations that are not immediately paid for by a third party
- All expenses related to the hospital stay, including room, laboratory tests, medications, x-rays, HIV testing in cases involving the exchange of bodily fluids, and medical supplies.
- Expenses for care provided by physicians (both inpatient and outpatient,) medication and medical supplies
- Fees for physical or occupational therapy
- Replacement of eyeglasses, hearing aids, or other sensory aid items damaged, destroyed, or stolen
- Rental and related costs for equipment, i.e. wheelchairs, wheelchair ramps, special beds, crutches, etc

Mental Health Services

- Fees for counseling or therapy for you and your family members
- Any costs incurred as a result of your participation in support or therapy groups
- Expenses for medications that doctors may prescribe to help ease your trauma following the crime

Time Off From Work

- To repair damage following property crimes
- To attend or participate in court proceedings
- To attend doctors' appointments for injuries or mental health needs directly resulting from the crime

Other Expenses

- Crime scene cleanup
- Costs of replacing locks, changing security devices, etc
- Expenses related to child or elder care when you have to testify in court
- Relocation expenses
- Fees incurred in changing banks or credit card accounts
- Funeral, burial, or cremation costs



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Projected Expenses

Victimization often results in injuries or losses that are long-term in nature. While it is not possible to accurately document such projected expenses, it is possible to document expert opinions as to future financial obligations you might incur as a direct result of the crime.

Obtain documentation (a letter or affidavit) from professionals who are providing you with medical or mental health services that provide an estimate of your future treatment needs, as well as related expenses. Such costs can include:

- Long-term medical treatment, and/or physical or occupational rehabilitation or therapy
- Mental health counseling or therapy
- Time that must be taken off work to receive any of the above services

Documenting Restitution

To endure accurate and complete restitution orders, you are required to document your losses in writing for the court. Requests for restitution should be documented with receipts and or estimates. Enclosed is a Restitution Form on which to provide this information.

The following considerations can help you document your out-of-pocket expenses and projected future expenses:

Property Loss/Damage:

- Documentation that estimates the value of stolen and/or damaged property
- Documentation of costs to repair damaged property
- Photos of valuables that were stolen and/or damaged
- Copies of any documentation provided by local law enforcement agencies (i.e. records of serial numbers, photos, etc) intended to aid you in the recovery of stolen property
- Any law enforcement records that indicate the status of your stolen property (i.e. property recovered, property recovered but damaged, etc)
- Any receipts for property or services

Medical and Mental Health Expenses:

- Medical bills/receipts for medical services received
- Receipts of fees for medications
- Receipts for therapy/counseling services

Loss of Wages:

- Employer statements (letters or affidavits) that document unpaid time off from work you took as a result of injuries from the crime, or involvement in the criminal justice process. (A lost wage letter is required from the victim's employer and should be on the employer's letterhead.)
- Documentation of any workers compensation claims submitted and/or claims payment received



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Other Expenses:

- Documentation in the forms of receipts, bills, or invoices of other services used as a result of this incident.

Other Forms of Documentation:

- Copies of bills for services directly related to your financial recovery from the crime.
- Copies of your applications to and/or copies of checks received from the state Victim Compensation Fund.
- Copies of insurance claims and related correspondence between you and your insurance company, as well as copies of any checks you have received to cover losses.