

Protected B (when completed)

Victims Services

Victim Name _____	Accused Name _____
Preferred Contact Method: _____	Date of Offence yyyy-mm-dd _____
Phone Number _____	Police File Number _____
Email Address _____	Court Docket Number _____

Please Note:

- Completing a Statement on Restitution is voluntary.
- Make a copy of this Statement and keep the copy for your records.
- Make a copy of your receipts, and keep the original receipts for your records.
- **Submit both pages of your Statement on Restitution to the nearest Crown Prosecution Office AS SOON AS POSSIBLE.**

The accused may plead guilty at any time, and this Statement must reach the Crown prosecutor before sentencing occurs.

To the court that is sentencing _____ who was convicted, or was discharged under section 730 of the *Criminal Code*, of an offence under that Act.

I, _____ declare that (select the appropriate option):

- (i) I am not seeking restitution for the losses and damages I suffered as the result of the commission of the offence.
- (ii) I am seeking restitution in the amount of _____ for the following losses and damages I suffered as the result of the commission of the offence. Complete the chart below.

I declare that I have suffered the following losses and damages as the result of the commission of the offence:

Complete the following table if seeking restitution.

	Description (describe each loss and damage)	Amount of Loss and Damage (state the amount of each loss and damage)
1		
2		
3		
4		
5		

Total: _____

I understand that the amount of my losses and damages must be readily ascertainable by the court. For that purpose, I am responsible for providing the court with all necessary documents, including bills, receipts and estimates, in support of my claim for restitution.

Dated this _____ day of _____, 20____, at _____

day
month
year
city/town

Print Name of Declarant
Signature of Declarant

Restitution Recovery Program

THE PROGRAM:

The Restitution Recovery Program addresses the monitoring and recovery/enforcement of stand-alone restitution orders of adult offenders. The Program will not address restitution orders from youth court, or orders attached to correctional sentences.

The Program uses reasonable recovery methods, on behalf of the victim, in an attempt to recover outstanding restitution payments from the offender. Once a victim has opted-in to the Restitution Recovery Program, there are no further costs for the victim.

INFORMATION:

A victim who has suffered financial loss as a result of a crime has the right to seek restitution from the offender as specified by the *Criminal Code* and the *Canadian Victims Bill of Rights*.

If the Court decides to order restitution, the Court will choose whether to make it a condition of probation, or a stand-alone order.

- If restitution is ordered by a condition of a court order (e.g. Probation Order) and the offender does not pay while under correctional supervision, the offender will be in breach of the court order and may be criminally charged; however, any enforcement action after the sentence will be the victim's responsibility and cost. Seeking independent legal advice to proceed with a civil claim may be required.
- If a stand-alone restitution order is made and the offender does not pay by the due date you may either:
 - Be responsible for filing the restitution order in Civil Court (at no cost), and be responsible for any enforcement action and related cost. Seeking independent legal advice to proceed with a civil claim may be required; or
 - Request assistance from the Government of Alberta for enforcing the order, by selecting to opt-in to the Restitution Recovery Program now, by indicating your choice below.

PLEASE CHECK ONE OF THE BOXES BELOW TO INDICATE WHETHER OR NOT YOU WISH TO REQUEST ASSISTANCE FROM THE RESTITUTION RECOVERY PROGRAM.

Please Note: It is the court's decision to order restitution, and it is up to the court whether to accept your chosen option or not.

OPTIONS:

If the Court/Judge orders a stand-alone restitution order, and the offender does not pay by the specified due date:

- Opt-in**
- I request assistance from the Restitution Recovery Program to make reasonable efforts on my behalf to recover outstanding restitution payments from the offender, pursuant to s. 739.4(1) of the *Criminal Code* of Canada; and
 - I provide my consent for the Restitution Recovery Program to contact me to register me in the Program. I may also register myself by contacting the Program in writing, by phone, and/or by email as per the contact information listed below.
- Opt-out**
- I do not wish to request assistance from the Restitution Recovery Program, and I understand that if the offender does not pay the restitution amount legally owed to me, I may attempt to enforce the restitution order on my own, and at my own cost.

Print Name of Applicant

Date yyyy-mm-dd

Signature of Applicant

Remember:

- Make a copy of this Statement and keep the copy for your records.
- Make a copy of your receipts, and keep the original receipts for your records.
- **Submit both pages of your Statement on Restitution to the nearest Crown Prosecution Office AS SOON AS POSSIBLE**
 - o Contact information can be found here: <https://www.alberta.ca/contact-the-alberta-crown-prosecution-service.aspx>

If you have questions about this Statement and/or the program, please contact your local Victim Service Unit. Contact information can be found here: <https://www.alberta.ca/victim-services-units.aspx>