



PROBATION DEPARTMENT

COUNTY OF LAKE, STATE OF CALIFORNIA



ROB HOWE

Chief Probation Officer

Date

Victim Name

Victim Address

Probation Officer:

Date of Offense:

Offense(s):

Court Case:

Arresting Agency:

Case #:

PLEASE RESPOND AS SOON AS POSSIBLE

The above matter is pending in Court. The Probation Department is currently investigating this case and will be making a recommendation to the Court concerning restitution and disposition/sentencing.

If the person charged is held responsible for the offense(s), we may be able to assist you by collecting compensation for your losses or by referring you to other agencies to help you. If you wish to make a claim, please complete and return the attached Restitution Claim Form to this office as soon as possible. Please pay attention to the following items:

- Itemize all losses,
- List any checks separately by date and amount,
- Assess lost or un-repairable items by the price you paid,
- State approximate purchase date and include a copy of receipt if available,
- Do not list items you know police have as evidence UNLESS they are damaged,
- You must include two estimates when sending claims for repair costs,
- If you are unable to get repair estimates, explain why,
- You must enclose copies of repair bills if damage was corrected,
- You must enclose copies of doctor or hospital bills for injuries.

EVERY VICTIM IS ENTITLED TO MAKE AN IMPACT STATEMENT TO THE COURT EVEN IF YOU SUFFERED NO INJURY, LOSS OR DAMAGE

Also available to assist victims of crime and to address issues of restitution and other victim needs or services within the County of Lake and the State of California are Lake County District Attorney Victim Witness Division, Lake Family Resource Center and the California Victim Compensation and Government Claims Board.

Victim Witness: (707) 262-4282

Victim Compensation & Government Claims Board: 1-800-777-9229

Lake Family Resource Center: (707) 279-0563

If you have any questions or require assistance, please contact me.

Name of Probation Officer

Deputy Probation Officer

LAKE COUNTY PROBATION DEPARTMENT

201 South Smith Street ♦ Lakeport, California 95453
Telephone: (707) 262-4285 ♦ Fax Number: (707) 262-4292
www.co.lake.ca.us

RESTITUTION CLAIM FORM

VICTIM NAME:	PROBATION OFFICER:
VICTIM DATE OF BIRTH: (If we ever lost contact, a date of birth helps us locate you)	Court Case #:
VICTIM ADDRESS:	Offense(s):
	Arresting Agency: Case #:
	Date of Offense:

PLEASE CHECK WHICH STATEMENT APPLIES TO YOU

<input type="checkbox"/>	I have no claim to make.
<input type="checkbox"/>	I have a claim, but intend to file in Civil Court
<input type="checkbox"/>	I have a claim, but my insurance company is handling (Please fill out insurance section).
<input type="checkbox"/>	I am working with Victim Witness.
<input type="checkbox"/>	I am working with California Victim Compensation & Government Claims.
<input type="checkbox"/>	I am working with Lake Family Resource Center
<input type="checkbox"/>	I am making a claim. Bills and/or estimates are attached.

PLEASE LIST ALL BILLS AND ESTIMATES (ATTACH PAGES AS NEEDED)

ITEMS	VALUE OF LOSS/COST

THE LOSSES/COSTS LISTED WERE COVERED BY INSURANCE	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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INSURANCE SECTION

AMOUNT RECEIVED:
AMOUNT OF INSURANCE DEDUCTIBLE:
INSURANCE COMPANY NAME & ADDRESS:
COMPANY PHONE NUMBER:
POLICY NUMBER:
INSURANCE AGENT'S NAME:

I WISH TO BE INFORMED OF THE COURT'S DISPOSITION. YES NO

FREQUENTLY ASKED QUESTIONS

❖ ***How do I request restitution?***

Complete the Restitution Claim Form and return it to the Probation Department.

❖ ***How am I compensated for my losses?***

You have four options -

- Restitution is ordered by the Court, unless there is a reason not to; such as the minor(s) are removed from the parents' custody.
- Filing a claim in Civil Court, you will need the names and addresses of the minor(s) and their parents.
- If your claim is less than \$5,000, you may use Small Claims Court.
- Through the California Victim Compensation Program or Victim Witness Division through the District Attorney.

❖ ***Do I have to appear in Court?***

No, it's not mandatory.

❖ ***May I attend the hearing if I wish?***

Yes. Anyone with a direct and legitimate interest in the hearing may attend.

❖ ***May I make a statement to the Court?***

Yes. You are afforded two opportunities. You may prepare a statement as part of the Restitution Claim Form, which will be included in the disposition report to the Court. You may also speak at the hearing.

❖ ***How do I get my property back from the police?***

Contact the law enforcement agency who took your report and they can assist you. The agency who took the report is on the letter you received from the Probation Department.

❖ ***How do I assess the value of damage if the police have my property?***

Having a copy of the police report may help. The report will have photos. Estimate what it might cost to repair it. The Court may schedule a separate restitution hearing to settle the amount.

❖ ***Can I be notified of the outcome?***

Yes, just check the box on the Restitution Claim Form and the Probation Department will send you the information after the hearing.