

VICTIM IMPACT STATEMENT INSTRUCTIONS SUDBURY DISTRICT

To Whom It May Concern: You may record the information regarding your case below.

Incident #	
Name of Accused	
Investigating Officer and Badge #	
Police Agency	

1. You are entitled to submit a *Victim Impact Statement (VIS)*, should you wish to do so.
2. Three (3) *VIS* forms are available and may be included in this package. Please use the appropriate form:
 - a) ***Victim Impact Statement*** – generally for victims 18+ years
 - b) ***Child / Youth Victim Impact Statement*** - generally for victims 12-17 years
 - c) ***Child Victim Impact Statement*** – generally for victims <11 years
3. A *VIS* is to describe the harm done to, or loss suffered by the victim, and may include the psychological, emotional and physical impact of the offence, financial loss, and medical treatment.
4. Please read the attached “*Victim Impact Statement – An Information Guide*” handout **carefully**, prior to completing the form. The court may disregard your *VIS* if the guidelines are not followed.

5. If your matter involves a sexual offence, domestic violence by a partner, or child abuse, please contact the Victim Witness Assistance Program at (705) 564-7694 for further direction, prior to submitting your *VIS*.
6. Ensure that you complete the first page of the *VIS* as much as possible, using the above information and note whether you wish to read your *VIS* in court.
7. Note that **your *VIS* will be disclosed to the accused and his/her lawyer**, and you may be asked questions about your *VIS* in court. Your *VIS* may also be used in other proceedings, for example, applications in family court proceedings involving custody and access.
8. Please read carefully and follow the section in the "*Victim Impact Statement – An Information Guide*," entitled, "*Please remember that the Victim Impact Statement is about you, not the accused.*"
9. Your *VIS* should include only a description of the harm done or loss sustained by the victim. Comments about the accused, expressions of anger and suggestions about the sentence or justice system cannot be included.
10. Any third party records to which you refer in your *VIS* may also be subject to a request for disclosure to the accused (for example, medical or counseling records, etc).
11. You may be subject to cross-examination in court, if the content is disputed.
12. Your *VIS* will ordinarily be filed with the Court, to be read by the Judge. You may also read your *VIS* orally in open court. In **exceptional circumstances** and if approved by the court, you may have someone else read out your *VIS* for you in court, or you may submit an audio/videotape of your *VIS*.
13. Where a victim is deceased, ill or otherwise incapable of making a *VIS*, a family member or anyone who has custody of, or is responsible for the care or support of that person may submit a *VIS*.
14. It would be helpful if you are able to attach copies of receipts for any claims of financial impact.

15. If required, you may make additional copies of a blank *VIS*, or you may obtain additional forms by contacting the police, or you may obtain them online at <http://www.police.sudbury.on.ca>.
16. You may wish to consult with family, friends, a counsellor or other professional for further assistance.

Please drop off your completed *VIS* or mail/fax to the Crown Attorney's office, as follows:

Crown Attorney's Office
Court House
155 Elm Street
SUDBURY, ON P3C 1T9
(705) 564-7698 (telephone)
(705) 564-7690 (fax)