

# RESTITUTION RECOVERY FORM

NAME OF CLAIMANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

DATE OF INCIDENT \_\_\_\_\_ AMOUNT OF LOSS \_\_\_\_\_

TYPE OF LOSS \_\_\_\_\_  
(personal injury, property damage, personal property damage, merchandise, other)

DO YOU HAVE INSURANCE COVERAGE? ( ) YES ( ) NO. IF YES, WHAT IS THE AMOUNT OF YOUR DEDUCTIBLE? \_\_\_\_\_

DO YOU PLAN TO SUBMIT A CLAIM WITH YOUR INSURANCE CARRIER? ( ) YES ( ) NO.

NAME AND ADDRESS OF YOUR INSURANCE CARRIER \_\_\_\_\_

HAVE YOU RECEIVED ANY MONEY FROM YOUR INSURANCE CARRIER? ( ) YES ( ) NO.

**ACTUAL AMOUNT OF YOUR LOSS** \_\_\_\_\_ (out of pocket expenses)

**ATTACH COPIES OF ANY MEDICAL BILLS, PROPERTY DAMAGE ESTIMATES, REPAIR BILLS OR ANY OTHER DOCUMENT SHOWING LOSS.**

I hereby authorize the use of any information I have provided in the attempt to recover restitution.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Victim/Claimant Signature

When requesting information concerning your case, please provide the following information:

State of Oklahoma vs. \_\_\_\_\_

Defendant's Name

Case Number

RETURN THIS FORM TO:

**IMPORTANT NOTICE TO CLAIMANT:** Pursuant to 22 O.S. 1991, Section 991h, the unexcused failure or refusal of the crime victim to provide all or part of the requested information prior to the sentencing, unless disclosure is deferred by the court, shall constitute a waiver of any grounds to appeal or seek future amendment or alteration of the restitution order predicated on the undisclosed available information.

## VICTIM NOTIFICATION AND BILL OF RIGHTS

*As a victim of crime, you have the following rights:*

- X To be notified that a court proceeding to which a victim or witness has been subpoenaed will or will not go on as scheduled, in order to save the person an unnecessary trip to court;
- X To receive protection from harm and threats of harm arising out of their cooperation with law enforcement and prosecution efforts, and to be provided with information as to the level of protection available and how to access protection;
- X To be informed of financial assistance and other social services available as a result of being a witness or a crime victim, including information on how to apply for the assistance and services;
- X To be informed of procedure to be followed in order to apply for and receive any witness fee to which the victim or witness is entitled;
- X To be informed of the procedure to be followed in order to apply for and receive any restitution to which the victim is entitled;
- X To be provided, whenever possible, a secure waiting area during court proceedings that does not require close proximity to defendants and families and friends of defendants;
- X To have any stolen or other personal property expeditiously returned by law enforcement agencies when no longer needed as evidence. If feasible, all such property, except weapons, currency, contraband, property subject to evidentiary analysis and property the ownership of which is disputed, shall be returned to the person;
- X To be provided with appropriate employer intercession services to ensure that employers of victims and witnesses will cooperate with the criminal justice process in order to minimize an employee's loss of pay and other benefits resulting from court appearances;
- X To have the family members of all homicide victims afforded all of the services under this section, whether or not the person is to be a witness in any criminal proceedings;
- X To be informed of any plea bargain negotiations;
- X To have victim impact statements filed with the judgement and sentence;
- X To be informed if a sentence is overturned, remanded for a new trial or otherwise modified by the Oklahoma Court of Criminal Appeals;
- X To be informed in writing of all statutory rights; and
- X To be informed that when any family member is required to be a witness by a subpoena from the defense, there must be a showing that the witness can provide relevant testimony as to the guilt or innocence of the defendant before the witness may be excluded from the proceeding by invoking the rule to remove potential witnesses;
- X To be notified of Pardon & Parole Board actions if you request notification; and
- X To be informed in felony cases involving violent crime or sex offenses when pre-trial proceedings may substantially delay prosecution.

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Contact the District Attorney's office for help or more information on any of the above services. **IF YOU WISH TO BE NOTIFIED, WE WILL NEED A WRITTEN REQUEST** from you so that we can flag our file. Your request should contain the following information:

1. Name of defendant.
2. Case number and county where charges were filed.
3. Your current mailing address and phone number **OR** the mailing address and phone number of someone who can contact you for us.

**IT IS YOUR RESPONSIBILITY TO NOTIFY US OF ANY CHANGE IN YOUR ADDRESS.**

MAIL YOUR REQUEST FOR NOTIFICATION TO: