



Office of the
Director of Public Prosecutions

Department of
Justice and Attorney-General <<field

<<field>><<field>><<field>> **Subject** <<field>>

<<field>><<field>><<field>><<field>><<field>><<field>><<field>><<fiel
d>><<field>><<field>><<field>><<field>>The next date allocated to this case is in the

<<field>> on <<field>><<field>> Supreme/District/Magistrates Court at Place on date<<field>>.

The pre-recording of evidence will mean <<field>><<field>><<field>> Child Full Name<<field>> will not have to give evidence at the trial and instead the recorded evidence of <<field>><<field>><<field>> Child First Name<<field>> will be played to the jury at trial in the <<field>><<field>><<field>> at <<field>><<field>> Supreme/District/Magistrates Court at Place<<field>>. Our office will contact you closer to pre-recording date to make arrangements to meet the prosecutor.

This case has also been listed in the <<field>><<field>><<field>> <<field>><<field>> court<<field>> as trial number #<<field>> in the sittings commencing <<field>><<field>><<field>> date<<field>>. It is possible that this trial may not be reached during this period and if this is so, another trial date will be set in the future.

If at the end of the trial the accused is found guilty or if he pleads guilty, the Judge may be able to take into consideration the effects the offence has had on you. It is possible for you and/or <<field>><<field>><<field>> Child First Name<<field>> to write a Victim Impact Statement to be presented to the Judge if the accused is convicted.

You may wish to prepare the victim impact statement before the trial. A brochure is enclosed for your information.

<<field>>

<<field>>Please note that the criminal proceedings against <<field>><<field>><<field>> Name of Accused<<field>> are still temporarily suspended under the *Mental Health Act 2000*, as advised by this Office on the <<field>><<field>><<field>> insert date the letter was sent detailing the defendant was a classified patient and the proceedings have been suspended<<field>>.

<<field>><<field>><<field>>The Prosecutor, <<field>><<field>><<field>><<field>> Name of prosecutor<<field>> may arrange to speak with you prior to the <<field>><<field>><<field>> type of court event<<field>> to clarify facts made in your statement and to answer any questions regarding the process. Contact will be made with you again if such a consultation is deemed necessary.

<<field>><<field>>The Prosecutor, <<field>><<field>><<field>><<field>> Name of prosecutor<<field>> requires to speak with you prior to the <<field>><<field>><<field>> type of court event<<field>> to clarify facts made in your statement and to answer any questions regarding the process.

Please contact me as soon as possible to arrange a time that suits you to attend this conference.

<<field>><<field>><<field>>The Judge also made a restorative justice presentence referral.<<field>><<field>>At the sentence, the Judge made a restorative justice order.<<field>><<field>> This means the matter will now proceed to a restorative justice conference<<field>> prior to the sentence date. <<field>>. The conference should finalise this case, however it may be brought back before the Court in some circumstances. This may happen if, for example, the conference does not go ahead or if the child fails to comply with a restorative justice agreement that is reached during the conference.<<field>> A brochure is enclosed for your information.

<<field>><<field>><<field>>If you wish to let the Court know of the effects the offences have had on you and/or Child's Name, it is possible for you to write a Victim Impact Statement (VIS) to be presented to the Judge on sentence. **Please note that a VIS is not mandatory and is not required by our office, however it is your right to provide a VIS to the sentencing Judge if you wish to. When writing a VIS, remember to focus on**

the physical, social, emotional and financial impacts of the offence/s, rather than the facts of the case. A brochure is enclosed for your information. If you wish to provide a statement please forward it to our Office (marked to my attention) at the address below. Please ensure it reaches our office no later than <<field>><<field>><<field>>✎Insert date✎<<field>>.

If you do not intend to provide a Victim Impact Statement please advise me no later than <<field>><<field>><<field>>✎Insert date✎<<field>>
<<field>>If at the end of the trial, the offender is found guilty or if he pleads guilty, the Judge may be able to take into consideration the effects the offence has had on you ✎and/or Child's Name✎. It is possible for you to write a Victim Impact Statement (VIS) to be presented to the Judge at sentence. You may wish to prepare this statement before the trial. **Please note that a VIS is not mandatory and is not required by our office, however it is your right to provide a VIS to the sentencing Judge if you wish to. When writing a VIS, remember to focus on the physical, social, emotional and financial impacts of the offence/s, rather than the facts of the case.** A brochure is enclosed for your information.

<<field>><<field>><<field>>It may be possible for you to access support such as counselling or make an application for financial assistance. For more information contact Victims Assist Queensland on 1300 546 587 or a private solicitor or visit – <https://publications.qld.gov.au/dataset/a-guide-for-victims-of-crime-in-queensland>.

<<field>><<field>>Queensland Corrective Services has established the Victims Register to provide information to victims of crime about a prisoner who has committed offences against them. The information provided includes the current location of the offender, their security classification, notification of transfers, eligibility dates for release options, actual dates for release, results of offender applications for release and notification of exceptional events.

Registration is voluntary and all details you provide to the register will remain confidential. To register, complete the enclosed Form 49 Application to Register and return it by email to victims.register@dcs.qld.gov.au or by post to:

**The Advisor
Victims Register
Queensland Corrective Services
GPO Box 1054
BRISBANE QLD 4001**

<<field>><<field>>The Department of Communities has established the Victim Information Register which allows for registered victims to be provided with current information about young people who have committed offences against them. The information provided includes such things as length of sentence, eligibility dates for release options, actual dates of release and notification of exceptional events.

Registration is voluntary and all details that are provided to the register will remain confidential. To register, complete the details on the enclosed form and return to:

Reply Paid 84824
The Victim Information Register Officer – Youth Justice Practice Support Unit
Department of Communities
PO Box 806
BRISBANE QLD 4001

<<field>><<field>>As you may be aware, the Judge may make a domestic violence order or vary an existing order. Before this can be done, you are entitled to a reasonable opportunity

to tell the court your views, either in person or through the Crown Prosecutor. If you would like to have your views noted, please contact me on the above number or notify the Arresting Officer, Crown Prosecutor or Legal Officer who are responsible for preparing this matter.

<<field>><<field>>If you would like court support while giving evidence or attending court, please contact the Victims Support Unit by phone on 07 3109 9254, visit website www.victimsupportunit.org, or email vsuqld@courtnetwork.com.au.

<<field>><<field>><<field>><<field>>Please note that the offender is a child according to the provisions of the *Youth Justice Act 1992* and therefore it is an offence to publish any identifying information about the child offender. This includes publication on social media.

<<field>><<field>><<field>>Finally, the Victim Liaison Service provides a critical link between victims of crime, their families and the prosecution. If you would like to help us improve this service by providing anonymous feedback via an online survey, please visit the website below and enter the password provided.

Website: <https://www.surveymonkey.com/r/odppvlsurvey>

Password: ODPPVLS

Using this password will not identify you as the respondent. More information about the survey is available in the enclosed factsheet.

<<field>>If you <<field>>wish to attend the sentence or <<field>>have any questions or concerns, please do not hesitate to contact me on <<field>><<field>><<field>>☎Telephone number☎<<field>>.

Yours faithfully

<<field>><<field>><<field>>☎Insert name of officer☎<<field>>

<<field>><<field>><<field>>☎Insert position☎<<field>>

<<field>>SIGNED <<field>>FOR AND ON BEHALF OF <<field>><<field>>

<<field>>

<<field>>