

# Court Services for Victims

REFERRAL BY PROSECUTOR

## When to use this form

Prosecutors can use this form to refer victims to Court Services for Victims.

## Sending in this form

Send in this form as soon as you get the endorsed charging documents and appearance date.

Hand in this form to the court hearing the case or email it to the court [csv.name-of-court@justice.govt.nz](mailto:csv.name-of-court@justice.govt.nz)  
(such as [csv.timaru@justice.govt.nz](mailto:csv.timaru@justice.govt.nz)).

## Step 1 Give us the case details

Case name \_\_\_\_\_

CRN number \_\_\_\_\_

### Details of next court appearance

Date \_\_\_\_\_

Hearing type \_\_\_\_\_

### Your (prosecuting agency) details

Agency name \_\_\_\_\_

Postal address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## Brief summary of incident

Give us a brief summary of the case facts, including details of charges, key dates and details of related court orders.

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## Is the case about a 'serious crime'?

If the case is about a serious crime the victim have extra rights in court.

The victim is a 'victim of a serious crime' under section 29 of the Victims' Rights Act

Specifically, what makes the crime a 'serious crime' (under section 29 of the Victims' Rights Act)

- |  |   |
|--|---|
| <input type="checkbox"/> Sexual offence  | <input type="checkbox"/> A person was seriously injured, made incapable or died   |
| <input type="checkbox"/> Serious assault | <input type="checkbox"/> The victim has reasonable ongoing fears for their safety |

## Reason for referral

Briefly tell us anything about the victim(s) you think we should know, such as language requirements or support needs. Describe any other support the victim(s) has or is getting.

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## Step 2 Give us the victim's details

Please repeat this page for each victim who needs Court Services for Victims.

Victim's full name \_\_\_\_\_

Current address \_\_\_\_\_

Contact phone numbers day \_\_\_\_\_ evening \_\_\_\_\_

Email \_\_\_\_\_

### Is the victim under 18 years old ?

If the victim is a child or young person there are extra services available to them, such as the Court Education for Young Witnesses programme.

The victim is a child

The victim is a young person

### Give us the parent (or guardian's details)

Full name \_\_\_\_\_

Relationship to victim \_\_\_\_\_

Contact phone numbers day \_\_\_\_\_ evening \_\_\_\_\_

Email \_\_\_\_\_

### How should we contact the victim?

How should Court Services for Victims contact the victim:

Contact the victim directly.

Contact the victim through a nominated contact, such as the prosecuting agency or their support person.  
(Give us the contact's details)

Name \_\_\_\_\_

Relationship to victim \_\_\_\_\_

Postal address \_\_\_\_\_

Contact phone number day \_\_\_\_\_ evening \_\_\_\_\_

Email \_\_\_\_\_