

**MARICOPA COUNTY ATTORNEY'S OFFICE
PRE-CONVICTION REQUEST FORM**

(See Back For Instructions)

INTERNAL USE ONLY BUREAU
DCA

STATE OF ARIZONA VS.

[Place Label Here]

VICTIM'S NAME:

Step #1 (Check Only ONE):

- I am the victim. I am requesting to exercise my rights.
- The victim is incapacitated (severely disabled) or deceased. I, _____, have been designated as the family member to exercise the victim's rights.
- The victim is a minor child. I, _____, am the parent/guardian of the child victim and am requesting to exercise the rights on behalf of the child victim.
- I am the victim. I am designating _____ as my lawful representative. I understand that only my lawful representative will receive notification and confer with the Deputy County Attorney.
- The victim is a business. I, _____, am the lawful representative of the business victim and am requesting to exercise the rights on behalf of the business.

Have you hired an attorney to help you exercise your victim's rights in this matter? If so, provide his/her name and telephone:

If you are the family member or Lawful Representative designated above, what is your relationship to the victim? _____

Step #2 MAILING ADDRESS (For the person or business designated above to receive notification)

Number and Street: _____ Apt. _____

City: _____ State: _____ Zip Code: _____

TELEPHONE NUMBERS Home: _____ Message: _____ Work: _____

(Note: This office will attempt to notify you by telephone, during business hours, of court proceedings set on short notice.)

Step #3 SIGNATURE: _____ **DATE:** _____

NAME (PRINTED): _____

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INSTRUCTIONS FOR COMPLETING FORM

By law, a victim of a crime who is a person, not a business, has the right to request to receive the following from the Maricopa County Attorney's Office:

- Notification of court proceedings;
- To confer with the prosecutor prior to a plea, dismissal, or trial;
- To receive a copy of a pre-sentence report (if the defendant is convicted of a felony and if one is prepared by the Adult Probation Department).

Please print when completing the form on the reverse side, and follow these steps:

- Step #1** Determine who is to exercise your rights as a victim. You must check only ONE of the boxes and provide the name of the person if the person is someone different than the victim (see below);
- Step #2** Fill in the mailing address for the person who is to receive notification;
- Step #3** Check the rights that you want to exercise. You may check as many as you want. Business victims may only check the box labeled "Business Victims Only."
- Step #4** Sign the form, print your name, and mail to:

Maricopa County Attorney's Office
Victim Witness Division
301 W. Jefferson
Phoenix, AZ 85003

We encourage you to return this form as soon as you can. You will not receive notice of court proceedings until the Maricopa County Attorney's Office receives your request.

If you change your address, you must notify this office and provide a current mailing address and telephone number (if you have a telephone). If you do not notify this office of your correct address, you will have withdrawn your request.

WHO IS THE VICTIM?

A victim is the person against whom the criminal offense has been committed, or if the person is killed or incapacitated, the person's spouse, parent, child or other lawful representative, except if the person is in custody for an offense or is the accused. If the victim is a business, the law allows limited rights.

A victim may designate another person to be a "lawful representative." If you have done so, you must inform this office of the lawful representative's name and address on this form. This office will send notification and confer with your lawful representative, not with you. If you, as the victim, have hired an attorney to be your lawful representative, this office will provide notice to your attorney and confer with your attorney, unless your attorney permits us to speak with you and send notice to you. You need to provide us with the name and address of your attorney. We will telephone your attorney to determine the type of contact with you that s/he will permit. You should inform your attorney if you would prefer to receive notice and other information directly from this office.

If the victim is a minor child, this office will consider the child's parent the lawful representative, if the parent is not the accused. If the child's parents live at two separate addresses, this office will provide notice and the right to confer to the parent who has custody. If the parents have joint custody, this office will ask the parents to designate one person as the lawful representative. If the parents cannot agree on the designated lawful representative, this office will ask the court to decide.

If the victim is incapacitated, or is deceased, this office will provide initial notification to the next of kin provided to the office by the law enforcement agency investigating the crime. The spouse, parent or child (according to the laws of succession) shall be afforded all of the rights of the victim. If several members of the victim's family wish to exercise the victim's rights, this office will encourage the family to designate one person to exercise the victim's rights. If the family is unable to do so, this office will ask the court to designate one member of the family.