

# Joinder form for victim in criminal proceedings

When filling in this form consult the accompanying instructions folder. Please type or write clearly.

To be filled in by the public prosecutor's office

Office number

Osiris number

Handled by

*Married women are requested to give their maiden name. For legal entities, see folder.*

## 1. Victim

Name

Given names

Date of birth

Street and number

Post code and town

Telephone number

Bank or giro account number

## 2. Authorized representative of victim

Name

Given names

Date of birth

Street and number

Post code and town

Telephone number

## 3. Date and place/municipality where incident occurred

Date

Place/municipality

## 4a. How has the incident affected you?

#### 4b. Information on the loss

*Consider such enclosures as receipts, bills, etc. See instructions for 4b.*

The total loss consists of the following items:

Description	Enclosures	Sum
1	nr	€
2	nr	€
3	nr	€
4	nr	€
5	nr	€
6	nr	€
7	nr	€
8	nr	€
9	nr	€
10	nr	€
11	nr	€
12	Costs of legal aid	nr €
		<b>Total</b> €

*If you need more space, use a separate sheet.*

#### 5a. Information on loss which has already been compensated or claimed elsewhere

Of the total loss specified above (for question 4b), is/will be compensated in another way (e.g. by the suspect, insurance or health insurance fund, etc.). €

The loss which has not yet been compensated, and which is claimed in these proceedings **Totals** €

#### 5b. Execution and collection expenses

*If these expenses are not known, you need not fill in a sum here. The court itself will determine these expenses.*

All the expenses are claimed which are involved in executing this judgment.

All rights are reserved for claiming further loss.

**6. Signature**

Victim

Filled in truthfully

Town \_\_\_\_\_ Date

Signature of victim \_\_\_\_\_

Name of victim

\_\_\_\_\_

*If applicable*

**Legal representative**

*This applies if the victim is a minor or under guardianship*

Name

Given names

Address

Post code and town

\_\_\_\_\_

Signature of legal representative \_\_\_\_\_

Name of legal representative

\_\_\_\_\_

*If applicable*

**Authorized representation**

Signatory

*Fill in your own name and given names here*

Name

Given names

Date of birth

Street and number

Post code and town

\_\_\_\_\_

**Hereby authorizes**

Name of authorized representative

Given names of authorized representative

Date of birth

Town and date

Signature of authorized representative

\_\_\_\_\_

**To represent him/her in the joinder proceedings**

Name and initial of suspect

Date

Name

Signature

\_\_\_\_\_

# Instructions for the joinder form for victim in the criminal proceedings

Numeration and headlines correspond with the joinder form

## 1. Victim

Fill in your surname and given names (in full) and your complete address and bank or giro account number.

## 2. Authorized representative of victim

You can be represented in legal proceedings by designating someone as your representative. If you have done so, give the name, given names and full address of your representative. If you have authorized someone who is not a lawyer, you are obliged to fill in a power of attorney in your form (see point 6) and have it signed. Your authorized representative should be older than 18.

## 3. Date and place/municipality of incident

Under date, fill in the date of the incident that occasioned the loss. If you don't know the exact date (as in the case of a burglary during your holiday, or when the incident took place over a longer period) enter the period (e.g. during the period 11 to 24 June 1992).

Under place/municipality fill in as accurately as possible, the location of the incident, that is, place, address, etc.

Sometimes the public prosecutor will already have answered this question for you. Check that the information is correct.

## 4a How has the incident affected you?

Under 4a you can specify the consequences of the incident that you want us to report to the public prosecutor and the court.

## 4b Information on the loss

Here you can describe the loss you suffered and the sum involved.

This includes both tangible and intangible loss. What this is exactly is explained in the folders accompanying this form.

You can also specify the expenses you have incurred in connection with your claim, such as lawyer's fee and travelling expenses.

Please enclose copies where possible of documents attesting to the loss. These include the following:

- receipts or bills for property that was broken, damaged or stolen but not yet replaced. If you have no receipts, give the age of the goods;

- receipts for the repair of broken or damaged property (such as locks, windows, etc.);
- any receipts for the purchase of new goods to replace broken or stolen goods;
- proof of deductible sum in connection with your property insurance, health insurance etc. (see your policy or policy terms).

The foregoing are only a few examples.

You can send a copy of any other papers that give information that could serve as proof of your loss. Number them and write the number in the column.

'Enclosures' are anything you send along with the form. Enclosures can be information about your loss. The documents that serve as proof (receipts) are also enclosures.

If you need more space under question 4b for your loss list, continue it on a separate sheet. Number the items starting at 12. If you want to explain the loss and the sum concerned further, you can also do so on a separate sheet. In each case specify clearly the item concerned (see instructions for item 1). Sign each separate explanation sheet.

## 5a Information on loss which has already been compensated or claimed elsewhere

You are asked whether you have claimed (partial) compensation through other channels for your loss. If part of the loss is reimbursed by other sources, this part will not be compensated by the suspect. Otherwise, it would be double payment.

From the total filled in under question 4b (loss suffered) deduct the amount of compensation you received or will receive. You can claim the sum that remains from the suspect.

You can also write an explanation for this question on a separate sheet, which you should likewise

## 5b Execution and collection expenses

Nothing should be filled in here.

## 6. Signature

As the victim, you must sign the form. If you authorize anyone to represent you in the proceedings, this person should also sign the form. For legal entities, see the instructions in the folder. If you are under the age of 18, your parent or legal guardian should sign the form.

It's a good idea to keep a copy of all the documents you submit.