

## **INSTRUCTIONS FOR RESTITUTION AFFIDAVIT**

Restitution is reimbursement of losses incurred because of a crime. It includes monetary loss, property loss, medical expenses, funeral expenses, or any other losses you incurred. If you want to recover your losses, you **MUST COMPLETE A RESTITUTION AFFIDAVIT** and return it to the victim services division of the District Attorney's Office. **You must sign the restitution affidavit and put your address and phone number on the form.**

If you are confused about whether a loss or expense was the result of the crime, think about it like this "Would I have had to pay this if the crime had not occurred?" We will need documents such as those outlined below to support your claim for restitution.

1. All bills, receipts, estimates for damages or losses that were a result of the crime (**if applicable**).
2. If you are claiming expenses for "missed work", and you were not paid for your leave from work, we will need a letter from your employer stating your hourly wages.

**\*\*\*\*\*Restitution is paid by the defendant. The defendant must have pled guilty or been found guilty in order for restitution to be ordered.** Defendants do not normally pay restitution in a lump sum. Payments are made on an installment basis to the Circuit Clerks Office. The Circuit Clerks office will then pay you. Court costs are usually deducted first from the payments, then restitution.

***IF YOU WISH TO FILE FOR RESTITUTION, FILL OUT THE ATTACHED AFFIDAVIT AND RETURN IT TO THE DISTRICT ATTORNEY'S OFFICE AT THE ADDRESS BELOW:***

**District Attorney's Office**  
**Attention: Victim Service Division**  
**125 North Broadnax Street, Room 214**  
**Dadeville, Alabama 36853**  
**(256) 825-1082**