

claims for expenses

If you are summonsed to attend court you will be given information on when and where to attend. If you incur expenses attending court you may be eligible to claim them. You must check with the Paralegal assigned to your case if you can be reimbursed before incurring an expense. It is important you keep all your receipts to attach to your claim form.

If the trial is not taking place at your local court, please contact the Paralegal assigned to your case. He or she will make arrangements for any long distance travel and accommodation on your behalf. All arrangements for travel must be made by the Paralegal and the costs will be covered by this office.

For further information on claiming witness expenses refer to the Guidance Notes for Submitting a Claim for Witness Fees and Expenses provided with your summons. If you have not been provided one with your summons please contact the Paralegal assigned to your case.

claims against the accused

As a victim of crime you may be able to make a claim against the accused for:

- Compensation for personal injuries and loss of income;
- Compensation or reparation for property loss or damage and associated expenses; or
- Civil law damages.

For further information on making a claim against the accused contact one of the following:

- Office of the Assessor of Criminal Injuries;
- Victim Support Services; or
- A private lawyer, Legal Aid WA or the Law Society's Law Access Service.

further information

If you do not understand any of the words used in this brochure refer to your copy of our 'About the ODPP' brochure.

If you would like this in an alternative format, such as an audio file, Braille or larger print version, contact the Paralegal assigned to your case and a copy will be made available to you.

How to contact us

Our contact details are as follows:



OFFICE OF THE DIRECTOR
OF PUBLIC PROSECUTIONS
FOR WESTERN AUSTRALIA

Ground Floor
55 St Georges Terrace
PERTH WA 6000

Telephone: (08) 9425 3999

Facsimile: (08) 9425 3600

Freecall: 1800 264 144

Email: dpp@dpp.wa.gov.au

Website: www.dpp.wa.gov.au

Other Useful Contacts

Victim Support Service and Child Witness Service

Level 2,
District Court of WA
500 Hay Street
Perth WA 6000
Telephone: (08) 9425 2850
Facsimile: (08) 9425 2167

Freecall: 1800 818 988

Criminal Injuries Compensation

Level 10 Golden Square
32 St Georges Terrace
PERTH WA 6000

Telephone: (08) 9425 3250

Facsimile: (08) 9425 3271

Further information on both these services can be found on the following website:

www.justice.wa.gov.au



OFFICE OF THE DIRECTOR
OF PUBLIC PROSECUTIONS
FOR WESTERN AUSTRALIA

information for victims

the prosecution process and the ODPP

The Office of the Director of Public Prosecutions for Western Australia (ODPP) prosecutes all state criminal cases in the District and Supreme Courts of Western Australia. It prosecutes the case against an accused person on behalf of the State. It cannot provide you with legal advice or victim support services. Further information on the agencies able to provide you with these services is found at the end of this brochure.

Your case will be assigned a Prosecutor and a Paralegal. The Prosecutor prepares the case and presents the State's case in court. The Paralegal helps the Prosecutor by keeping you informed of the progress of the case and helping you with arrangements for attending court. If your circumstances alter – for example you change address – contact the Paralegal assigned to your case and give him or her your new contact details.

the prosecution process and you

As a victim of crime you play an important role as a witness in the prosecution process. You will provide important evidence to help the case against the accused. We understand that this is not always an easy thing to do and there are agencies that can help you prepare and support you at court.

Victim Support Services (VSS) is a State Government agency providing confidential and free assistance to victims. VSS can help with:

- Counselling
- Information about your case and the court process
- Victim Impact Statements
- Preparation for Court
- Support at Court

Contact details for the VSS can be found at the end of this brochure.



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attending court

The VSS will help you by answering any questions you may have about court procedures and what will be required of you at court and they can also help by providing you with a support person at court.

Witnesses are required to wait outside the courtroom before giving evidence. The ODPP appreciates your time is valuable and every effort will be made to ensure you are called into court and released as soon as possible.

Courts usually sit between 10 am and 4 pm with lunch usually between 1 and 2 pm.

When it is your turn to give evidence your name will be called and you will be shown into the courtroom and to the witness box. You should remain standing and a Court officer will ask you to read aloud an oath and ask you to swear on the Bible (or make an affirmation if you hold different beliefs) to tell the truth. You will then be asked to sit down.

The Prosecutor will then ask you questions. You will be asked to give your name, address and occupation. If you do not wish to give your address in court, tell the Prosecutor beforehand. You will then be asked questions about the case.

Once the Prosecutor has finished asking you questions, the lawyer for the accused will then ask you more questions. This is called cross examination. The Judge hearing the case may also ask you questions about your evidence.

giving evidence

When you give your evidence in court:

- Consider each question carefully;
- If you do not understand the question, please say so;
- Take your time and give a complete answer;
- Do not guess. If you do not know or cannot remember, say so;
- Do not say what someone else has told you unless you are asked;
- Speak clearly so that your evidence is clear and understandable. The microphone provided in the court is to record your voice, it does not make it louder; and
- If you feel that you need a break, please tell the Judge or the Prosecutor.

special witness status

In certain circumstances, the ODPP is able to apply to the court to have a victim or witness treated as a special witness. This will allow you to give evidence by one of the following ways:

- Pre-recorded before trial (the recording is then played at trial meaning you do not have to attend in person);
- On the day of the trial from a remote room via CCTV (Closed Circuit Television); or
- On the day of the trial in court, but from behind privacy screens.

Contact the Prosecutor or Paralegal assigned to your case for further information.

victim impact statements

A victim impact statement gives you the opportunity to tell the court how the crime has affected you. It will also help the Judge in deciding a sentence. Victim impact statements can include:

- Details of any injury, loss or damage you suffered as a direct result of the crime; and
- Details of the effect the crime has had on you.

A victim impact statement cannot comment on what sentence should be given to the accused.

If you would like to prepare a victim impact statement, contact the Victim Support Service for assistance.

In some circumstances arrangements may be made for witnesses who live abroad, interstate or in remote locations to give evidence by video link. If you would like to discuss the possibility of giving evidence by video link, contact the Paralegal assigned to your case before the trial.

Once you have given your evidence and have been excused by the Court, you are free to leave. Do not discuss your evidence or the case with any other witnesses at any stage.

If you have any concerns about your safety when attending court, or at any other time throughout the prosecution process, you should immediately contact the Police Investigating Officer or the Prosecutor assigned to your case.