



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Pre Conference Checklist (Victim)

Revised: March 2018

Case File # _____

Date of Meeting: _____

Brochure and Card Left

Go over brochure with participants and inform them that they may call the Coordinator if they have any concerns about the process or the facilitators.

Community Conference Explained

- Who are we? ***“A non-profit community service program”***
- Where we get our referrals? ***“From RCMP or Crown Counsel”***
- What do we do? ***“Facilitate a community conference for you, the offender, and the community”***
- What’s the goal? ***“Allow you to explain the details of the crime, the impact it has had on you and to ask questions and to have input into an agreement that helps make it right.”***

Outline the Process

- Voluntary participation ***“Both you and the offender are free to withdraw from the process at any time.”***
“The offender has admitted committing the act and has agreed to participate in this process to repair the harm.”
“If the offender does withdraw, the case goes back to the RCMP for further action.”
- Barriers ***“Do you have any physical or mental barriers that would prevent you from completing the process successfully?”***
- Who will be present
- Support person(s) for the victim: Name: _____
Phone No: _____

Conference team role

- Not to judge
- Guide the process
- Provide a safe and respectful environment
- Be impartial
- Reassure participant that all information is confidential
- Provide support until resolution is completed

The Process

1. an opportunity to tell your story
2. an opportunity to ask questions and explore issues important to you
3. an opportunity to participate in a fair, reasonable agreement to repair the harm

Questions

- What was your experience of the harm?
- What were you thinking/feeling at the time?
- What are you thinking/feeling now?
- What are the main issues for you?
- What would you like to see happen as a result of the conference?

Areas of Concern to be Brought to the Conference

Damage/Loss Estimate

Damage or loss estimate: _____

Receipts or invoices: _____

Expected resolution: _____

Comments: _____

What is the best way to contact you through this process (phone number, texting number, email address)? What times and days are best for contact?

Inform of next step

- Contacting other participants
- Setting conference date and time
- While voluntary, if you fail to complete the process, the case will be returned to the RCMP for further disposition.
- What happens if the contract is not fulfilled? *The offender is no longer eligible for future RJ processes.*
- At times contracts may require adjustments for various reasons. All parties must agree.

Potential Conference Dates and Times:
