



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Pre Conference Checklist (Victim)

Revised: March 2017

Case File # _____

Date of Meeting: _____

- Brochure and Card left** Go over brochure with participants
- 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 conference 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
 - should any issue/concern regarding our service (conference team) arise, you may call the coordinator whose number is listed on the back of the pamphlet.

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

Explore the clients version of events (facts and feelings)

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 likely to be brought to the conference

Damage/Loss estimate

Damage or loss estimate: _____

Receipts or invoices: _____

Expected resolution: _____

Comments: _____

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:

