



APPLICATION FOR ASSISTANCE

1. DETAILS OF PERSON WANTING ASSISTANCE

Surname Given Names

Address

Postcode

Telephone (H) (W)
(M)

Occupation Date of Birth

Gender Male Female Indeterminate/Intersex/Unspecified

Email

Are you of Aboriginal or Torres Strait Islander origin?

Persons of both Aboriginal and Torres Strait Islander origin should mark both "Yes" boxes

No Yes, Aboriginal Yes, Torres Strait Islander

A person of Aboriginal or Torres Strait Islander origin means a person who is descended from an Aboriginal or Torres Strait Islander; and is accepted as an Aboriginal or Torres Strait Islander by an Aboriginal or Torres Strait Island community.

This information will enable the Tribunal to provide you with information to assist your application

Have you previously made an application for assistance/criminal compensation? Yes No

Have you previously made an application in respect of this act of violence? Yes No

Please nominate which category applies to you

1. Primary Victim
2. Secondary Victim
3. Related Victim
4. Application for payment of Funeral Expenses only

**Please note:
You can only apply in
one category**

2. COMPLETE THIS SECTION IF YOU ARE MAKING THIS CLAIM ON BEHALF OF A CHILD OR PERSON UNDER DISABILITY

Your Full Name

Address

Postcode Telephone Date of Birth

Email

Relationship to Applicant (e.g. I am their parent, guardian)

3. CIRCUMSTANCES OF THE ACT OF VIOLENCE

What was the act of violence/offence?

At what address did the act of violence occur?

Date of act of violence Or between and Time am/pm


Who committed the act of violence (full name if known)?

Sex of alleged offender Male Female Date of Birth or approximate age

Was the alleged offender a family member or domestic partner of the victim?* Yes No

If Yes, how are you related to the offender? I am their:
(e.g. wife, son, father, step-sister, former domestic partner)

(* This information is for data collection purposes only)

If more than two years have lapsed since the act of violence please outline your reasons for not filing an application within this time  please attach additional material if required:

4. REPORTING DETAILS

Has the act of violence been reported to the Police? Yes No

If yes, please provide the details:

Name Registered No
Rank Police Station
Date of Report

If no, you must provide a statutory declaration setting out the circumstances of the act of violence and provide the reason for the failure to report the matter to police.

Statutory Declaration attached?  Yes No

Have criminal proceedings commenced? Yes No Unknown

If known, provide details known to you (i.e. date and location of hearing)

Are there intervention orders relating to this matter? Yes No Case number (if known)

If the incident occurred in the workplace, was it reported to your employer? Yes No

Has the act of violence been reported elsewhere? Yes No

If yes, please provide the details:

5. WHAT EFFECTS HAVE RESULTED FROM THE ACT OF VIOLENCE?

Physical * Yes No

Psychological * Yes No

Grief, Stress or Trauma Yes No

Provide details

Did you attend a hospital Yes No

If yes, what hospital?

6. DETERMINATION OF YOUR APPLICATION

Would you prefer to: Attend a hearing at the Tribunal? OR
 Have your application determined in your absence?

Do you request that: Proceedings be conducted in a closed Court?
 Publication of your application be restricted?

Do you require an interpreter Yes No Language

If the Tribunal makes an award, funds will be deposited directly into your nominated bank account. Please ensure the following details are current and correct.

If any changes are made to the below details, please advise the Tribunal as soon as practical.

Account name BSB number Account number

Name of Bank/Financial Institution

7. HAVE YOU APPLIED FOR ASSISTANCE UNDER ANY OTHER SCHEMES?

Yes No


If "Yes", complete this section

Have you received assistance under the Victims Assistance Program No

Yes Please provide details

	Still Pending	Finalised	Amount Received	Ref/Claim No
<input type="checkbox"/> Workcover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Transport Accident Commission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Insurance (eg. Health, income etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Civil Proceedings/Sentencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> FV Flexible Support Package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Please provide details of the claim under any of these schemes (including case manager name and contact information)

 Please supply and attach details of any relevant insurance cover (life or health) or superannuation benefit entitlements held and any payments claimed, received or to be received -

By the applicant provide details

By the deceased provide details

8. TYPE OF ASSISTANCE SOUGHT

- (a) Primary Victim**
- Special Financial Assistance (lump sum payment for significant adverse effects suffered)
 - Counselling
 - Medical Expenses
 - Safety-Related Expenses
 - Loss of Earning
 - Loss/Damage to clothing
 - Other

-
- (b) Secondary Victim**
- Counselling
 - Medical Expenses
 - Loss of Earnings *
 - Other *
-

- (c) Related Victim**
- Distress
 - Funeral Expenses
 - Counselling
 - Medical Expenses
 - Other *
-

(d) Application for payment of funeral expenses only

** Evidence of exceptional circumstances may be required.*

9. IF DEATH WAS CAUSED BY THE ACT OF VIOLENCE

Full Name of Deceased	<input type="text"/>		
Last Known Address	<input type="text"/>		
	Postcode	<input type="text"/>	
Date of Birth	<input type="text"/>	Your relationship to the deceased, I am their: (e.g. wife, son, father, step-sister, partner)	<input type="text"/>
Date and Place of Death	<input type="text"/>		

NOTE: YOU MUST ALSO COMPLETE THE RELATED VICTIMS PART OF THIS FORM BELOW

10. THIS SECTION IS TO BE COMPLETED BY RELATED VICTIM APPLICANTS

As a related victim applicant (see definition of Related Victim) you are required to list:

- every other person whom you believe may be a **related victim**; and
- every other person whom you believe may alleged that he/she is a **related victim**; and
- Any person whom you believe may apply because they have incurred funeral expenses as a result of the death of the primary victim.

 Attach a separate sheet if required.

Name of potential victim	<input type="text"/>
Age of potential victim if under 18 years of age *	<input type="text"/>
Guardian (if applicable)	<input type="text"/>
Address of potential victim	<input type="text"/>
What was the relationship of potential victim to the deceased. He/she is their:	<input type="text"/>

Name of potential victim	<input type="text"/>
Age of potential victim if under 18 years of age *	<input type="text"/>
Guardian (if applicable)	<input type="text"/>
Address of potential victim	<input type="text"/>
What was the relationship of potential victim to the deceased. He/she is their:	<input type="text"/>

Name of potential victim	<input type="text"/>
Age of potential victim if under 18 years of age *	<input type="text"/>
Guardian (if applicable)	<input type="text"/>
Address of potential victim	<input type="text"/>
What was the relationship of potential victim to the deceased. He/she is their:	<input type="text"/>

* If the potential victim is under 18 years of age, provide the name and address of parent, guardian or administrator.

11. AUTHORISATION OF THE APPLICANT

I (name), authorise the Victims of Crime Assistance Tribunal to obtain any additional evidence or documentation that the Tribunal considers necessary to enable it to determine my application.

Signature of applicant

12. ACKNOWLEDGMENT

I understand and acknowledge that:

- To the best of my knowledge, all information provided in this application is true and correct and that no details relevant to the application have been left out
- It is an offence under section 67 of the *Victims of Crime Assistance Act 1996* to knowingly give false or misleading information to the Victims of Crime Assistance Tribunal.

By ticking this checkbox I confirm that I have read and understood all the statements above

Full name of person completing this application

Signature

Date

STATUTORY DECLARATION
(Section 30 of the Oaths and Affirmations Act 2018)

I, _____ of [address]
_____, [occupation],
make the following statutory declaration under the **Oaths and Affirmations Act 2018**:
1.

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

[signature of person making this statutory declaration in the presence of the authorised statutory declaration witness]
Declared at [place]

in the State of Victoria on

I am an authorised statutory declaration witness¹ and I sign this document in the presence of the person making the declaration:

[signature of authorised statutory declaration witness]
on

[full name and personal or professional address of authorised statutory declaration witness in legible writing, typing or stamp]
[qualification as an authorised statutory declaration witness]

***I confirm that reasonable modifications were used in preparing this statutory declaration and that the contents of this statutory declaration were read to the person making the statutory declaration in a way that was appropriate to the person's circumstances.**

[signature of authorised statutory declaration witness]

¹ A person authorised under section 30(2) of the Oaths and Affirmations Act 2018 to witness the signing of a statutory declaration.

*delete if not applicable

VICTIMS OF CRIME ASSISTANCE TRIBUNAL

Guide to completing the Application for Assistance form

The Victims of Crime Assistance Tribunal (the Tribunal) can provide awards of assistance to recognise and assist victims in their recovery from violent crime.

This guide has been developed to help you complete your application to the Tribunal

**Important information about the Tribunal can be found on our website:
www.vocat.vic.gov.au**

ELIGIBILITY

You are eligible to apply for assistance if you are the victim of a violent crime that happened in Victoria and resulted in death or injury. An injury can be:

- physical harm
- mental illness or disorder from the event, or an increase in mental illness or disorder from the event
- pregnancy

The Tribunal does not compensate loss of or damage to your property, other than loss of or damage to clothing you were wearing at the time of the violent crime.

HOW DO I APPLY?

If you think you may be eligible for assistance, complete the attached application form.

Sections of this guide match the sections in the application form.

You must complete all sections of the application form. If your application form is incomplete, the Tribunal will send it back to you causing delay in the Tribunal dealing with your application.

For more help in completing the form, contact the Tribunal at your local Magistrates' Court. The contact details are on our website: www.vocat.vic.gov.au under *Contact Us; Tribunal location and contact information*.

Section 1. DETAILS OF PERSON WANTING ASSISTANCE

The Tribunal asks you to say if you are Aboriginal or a Torres Strait Islander because it has different arrangements to assist Aboriginal and Torres Strait Islander applicants.

You can apply to the Tribunal for assistance if you are a primary victim, a secondary victim or a related Victim. If you are not a victim but paid for the funeral of a person who died from a violent crime, you can apply for payment of reasonable funeral expenses.

1. Primary Victim

You are a primary victim if you were injured as a result of:

- a violent crime; or
- trying to prevent a violent crime; or
- trying to assist a victim of a violent crime.

A person who dies from a violent crime is also a primary victim

2. Secondary Victim

You are a secondary victim if you:

- were present at the scene of a violent crime and you were injured by witnessing the crime; or
- are the parent or guardian of a child under the age 18 years and you were injured when you became aware that your child was the victim of a violent crime.

3. Related Victim

You are a related victim if you:

- are a close family member of a person who died from a violent crime; or
- had an intimate personal relationship with a person who died from a violent crime; or
- were a dependent of a person who died from a violent crime.

4. Application for payment of funeral expenses

You can apply for assistance for funeral expenses if you paid for the funeral of a person who died from a violent crime even if you are **not** a related victim.

An applicant may only apply in one capacity.

Section 2. CLAIMS ON BEHALF OF A CHILD OR PERSON UNDER DISABILITY

You need to complete Section 2 if you are filling out the application form on behalf of another person.

You should complete this section if you are:

- the parent or guardian of a child under 18 or another appropriate person; or
- the guardian or administrator of a represented person, appointed under the *Guardianship and Administration Act 1986*; or
- an appropriate person to assist a person who is entitled to make an application but needs assistance doing so.

If you need to clarify whether you can complete this form on behalf of another person, you may contact your local magistrates' court.

Section 3. CIRCUMSTANCES OF THE ACT OF VIOLENCE

You can only apply for assistance if the violent crime is punishable by imprisonment and it occurred in Victoria.

Examples of relevant crimes include:

- sexual offences such as indecent assault or rape
- murder/manslaughter
- assaults, including assaults in the home
- threats to kill or injure
- stalking
- kidnapping
- child stealing

Attempts to commit these crimes are also included.

An application must be made within 2 years after the occurrence of the act of violence or, in the case of an application by a related victim or a person who has incurred funeral expenses, within 2 years after the death of the primary victim. If more than two years has passed the Tribunal may still consider your application.

In determining whether to accept an application made out of time, the Tribunal will have regard to:

- the applicant's age at the time of the criminal act;
- whether the applicant is intellectually disabled or mentally ill;
- whether the person who is alleged to have committed the act was in a position of trust, influence or power in relation to the applicant;
- the physical or psychological effect of the act upon the applicant;
- whether the delay in making the application would cause the Tribunal any difficulties in making a fair decision;
- whether the applicant was a child at the time of the act and if so, whether the application is made within a reasonable time after reaching 18 years of age;
- all other relevant circumstances.

Section 4. REPORTING DETAILS

Unless there are special circumstances, you must:

- report the violent crime to the police within a reasonable time; and
- provide reasonable assistance to the police in investigating the matter, arresting or prosecuting the offender.

In most cases, calling the police to attend the scene of a crime is not enough. You should make a formal report, including a sworn statement (if requested), so the police can fully investigate the matter. You should give the Tribunal full details of the relevant police officer's station, rank and registration number. If you do not provide this information, it may lead to delays in processing your application.

If you did not report the incident to police, delayed in reporting the incident or you have not assisted the police with an arrest or their investigation, you may not be entitled to assistance. You will need to demonstrate that special circumstances prevented you from doing so. You must provide a statutory declaration setting out the circumstances of the violent crime and the reason you did not report the matter to the police or provide them with reasonable assistance in their investigation. There is a form for statutory declarations on page 7 of the application form for you to outline this information. You must sign the statutory declaration in front of a person who is authorised to witness statutory declarations. A list of these people is set out in Section 12 of this guide.

The Tribunal will obtain information about the crime and the criminal investigation from Victoria Police once the application is lodged.

Section 5. WHAT EFFECTS HAVE RESULTED FROM THE ACT OF VIOLENCE?

You need to tell the Tribunal if you have suffered physical or psychological injuries because of the violent crime. If you are claiming special financial assistance or distress, you should give brief details of your grief, stress or trauma.

Physical injuries

- If you are seeking assistance for physical injuries, you should forward copies of the invoices and/or receipts for your treatment. If you are entitled to a rebate from Medicare or your private health fund, you should make the claim for a rebate before sending the invoice or receipt to the Tribunal and provide details of any gap you are claiming from the Tribunal.
- You should also send copies of any doctor's reports, medical certificates or hospital discharge summaries in your possession.

- You should not request a report from your doctor, dentist or hospital without the Tribunal's authorisation because the Tribunal may not compensate you for the cost of obtaining that report. If you wish to obtain a medical or dental report, you should ask the Tribunal first.
- If you attended a public hospital, the Tribunal will obtain the hospital records. The information the Tribunal obtains from police often contains reports or statements about medical and dental treatment. This means the cost of obtaining a report or making a Freedom of Information request is not necessary.

Psychological injury

- If you are seeking assistance for psychological injury and need assistance to pay for counselling, you should attach a report from a qualified psychologist or psychiatrist. Your psychologist can obtain further information about the Tribunal's requirements for preparation of psychological reports and requests for assistance for counselling from our website: www.vocat.vic.gov.au

Grief, stress or trauma

- If you suffered grief, stress or trauma because of a violent crime, you may be entitled to special financial assistance. The Tribunal awards special financial assistance in recognition of the harm suffered because of a violent crime. It is paid in addition to medical, counselling, safety-related and loss-of-income expenses. Claims for special financial assistance may be supported by psychological reports, statutory declarations or other evidence.

Section 6. DETERMINATION OF YOUR APPLICATION

You can elect to appear before a Tribunal Member at a hearing or ask the Tribunal to decide your application in your absence.

Hearings

A hearing gives you an opportunity to tell the Tribunal about how the crime has affected you. Hearings usually take about half an hour, but they may take longer. They are usually open to the public but you can ask the Tribunal to exclude members of the public. You can also ask the Tribunal for an order restricting publication of the hearing. A Tribunal hearing is less formal than a normal court hearing. You may come alone or bring a friend or family member for support.

Application decided in your absence

The Tribunal decides many applications in the absence of the victim with consent. The Tribunal member reads all the documents that you and/or your lawyer have provided. If the Tribunal member needs further information they will ask for it. In some cases, the information provided is not enough and the Tribunal member will ask you to attend a hearing so it can obtain additional information.

Interpreters

If you need the assistance of an interpreter at a hearing, the Tribunal will arrange for the interpreter to attend.

If the Tribunal makes an award you can have it deposited directly into your bank account or alternatively a cheque will be sent to you. It is important to ensure your banking and address details are up to date with the Tribunal at all times.

Section 7. HAVE YOU APPLIED FOR ASSISTANCE UNDER ANY OTHER SCHEMES?

You must tell the Tribunal if you are eligible, or think you may be eligible, for financial assistance from another source, for example:

- the Victims Assistance Program
- Medicare

- private health insurance
- National Redress Scheme
- Workcover, if the crime occurred at work
- the Transport Accident Commission, if the crime involved a motor vehicle
- the offender, if the court makes an order at the conclusion of the criminal case. (Ask the police informant, the Office of Public Prosecutions or a lawyer)
- the offender, through a civil claim for compensation
- Victoria Police, under the Police Assistance Act, if you were injured assisting the police
- insurance, including life insurance
- superannuation benefits

If you are entitled to receive assistance from another source, the Tribunal may not be able to assist you. If you obtain compensation from another source, for instance, settlement of a common law claim, after the Tribunal has made an award of assistance, the Tribunal may request you to repay its award. This is to prevent people being compensated more than once for the same incident.

If you have applied for assistance from another source, you must tell the Tribunal and indicate how much you have received.

Section 8. TYPE OF ASSISTANCE SOUGHT

Please refer to the category which applies to you (this is the category you selected in Section 1)

Tick the box for the type of assistance you are seeking. You make tick more than one box.

The Tribunal cannot assist you with loss of, or damage to property (other than loss of or damage to clothing you were wearing at the time of the violent crime).

A. Primary Victim

Primary victims may receive awards of up to \$60,000 for the following expenses incurred (or reasonably likely to be incurred) as a result of the violent crime.

Counselling

The Tribunal has guidelines for the payment of counselling fees and the preparation of reports. See counselling information at www.vocat.vic.gov.au

Medical expenses

Medical expenses must be reasonable. They include dental, optometry, physiotherapy, hospital and ambulance expenses. Claims for medical expenses must be supported by invoices and receipts and information about claims to Medicare or private health insurers.

Safety-related expenses

Safety-related expenses must be reasonably incurred or reasonably likely to be incurred as a direct result of a violent crime. Claims should be accompanied by invoices or receipts.

Loss of earnings

The Tribunal can make awards for loss earnings up to \$20,000 as a direct result of total or partial incapacity to work during a period of up to two years after a violent crime. The Tribunal has a guideline to assist in the preparation of a claim for loss of earnings which is available on the Tribunal's website.

Loss or damage to clothing worn at the time of the violent crime.

Invoices or receipts should be sent.

Other

In exceptional circumstances, other reasonable expenses will be considered, that will assist in recovery from the crime.

Special Financial Assistance

In addition to the above expenses, the Tribunal can make awards for special financial assistance of between \$130 and \$10,000 in the following circumstances:

- Criminal acts which occurred on or after 1st July 2000,
- Childhood sexual abuse which occurred on or after 1st July 1997,
- Childhood sexual abuse prior to 1st July 2000 where no previous application has been made to the Tribunal, **provided** that the alleged offender after 1st July 1997 –
 - has been committed or presented for trial; **or**
 - has been charged and the charge has been heard and determined by the Magistrates' Court; **or**
 - having been charged dies without the charge having been determined.

B. Secondary Victim

Secondary victims may receive awards of up to \$50,000 for the following expenses incurred (or reasonably likely to be incurred) as a result of the violent crime.

Counselling

The Tribunal has guidelines for the payment of counselling fees and the preparation of reports. See www.vocat.vic.gov.au

Medical expenses

Medical expenses must be reasonable. They include dental, optometry, physiotherapy, hospital and ambulance expenses. Claims for medical expenses must be supported by invoices and receipts and information about claims to Medicare or private health insurers.

In exceptional circumstances secondary victims may receive awards for

- loss of earnings up to \$20,000 (please refer to Primary Victim information on page 5 for details)
- other reasonable expenses that will assist in recovery from the crime

The Tribunal can only award reasonable expenses to assist in recovery if the secondary victim was:

- under 18 years and witnessed an act of violence against certain family members; or
- the parent or guardian of a primary victim who was injured as a direct result of becoming aware that a primary victim, under 18 years, was the victim of an act of violence.

C. Related Victim

For related victims, the maximum amount the Tribunal can award to **all** applicants related to one deceased victim of a violent crime is \$100,000. The Tribunal can only increase the amount of the pool in exceptional circumstances.

To each applicant, the Tribunal may award assistance of up to \$50,000 for -

- distress
- dependency payments for up to two years
- funeral expenses
- reasonable counselling services
- medical expenses

In exceptional circumstances, the Tribunal may also award other reasonable expenses to assist a related victim to recover from the primary victim's death.

Note: Related victims must complete sections 9 and 10 of the application.

D. Funeral Expenses Only

The Tribunal may award assistance to pay for funeral expenses where a person has incurred these expenses as a direct result of the death of a primary victim and is not a related victim.

The Tribunal has a guideline about the amounts it will pay for funeral expenses available online at www.vocat.vic.gov.au

Section 9. IF DEATH WAS CAUSED BY THE ACT OF VIOLENCE

You must fill out the details of the deceased person.

Related victim applications must be sent to the Victims of Crime Assistance Tribunal, G.P.O. Box 882, Melbourne 3001 or lodged at 223 William Street, Melbourne

Section 10. RELATED VICTIMS APPLICATIONS

It is important that you list every person you believe may:

- be a related victim of the deceased, or
- claim they are a related victim, or
- apply for assistance for funeral expenses.

The Tribunal uses this information to notify potential related victims about their ability to make an application for assistance.

Once all related victims have lodged their applications for assistance, the Tribunal considers all the applications relevant to the deceased primary victim.

Section 11. AUTHORISATION OF THE APPLICANT

The Tribunal requires your authorisation to obtain any additional evidence or documents it considers necessary to determine your application. If you do not complete this section, the Tribunal will not be able to consider your application. It will be returned to you.

The additional evidence or documents the Tribunal will seek may include information from Victoria Police about the violent crime and your criminal history (if any) and your hospital records.

Section 12. ACKNOWLEDGMENT

Before lodging your application, you must acknowledge that all information that has been provided is true and correct to the best of your knowledge and that you understand that providing false or misleading information to the Tribunal is a criminal offence.

ON COMPLETION OF YOUR APPLICATION

If you are a primary victim or secondary victim – you must lodge your application at the Magistrates' Court venue closest to where you live. Please contact your local magistrates' court for further details.

If you are a related victim- you must lodge your application at the Melbourne office of the Tribunal at the Melbourne Magistrates' Court.

If you are Aboriginal or Torres Strait Islander you must lodge your application with the Tribunal at the Melbourne office of the Tribunal at the Melbourne Magistrates' Court so it can be managed in the Koori List. (Please see our website for more information on the Koori List)

If you live outside Victoria, you must lodge your application with the Tribunal's Melbourne office:

223 William Street (GPO Box 882) Melbourne 3001

Telephone (03) 9628 7855 Toll Free: 1800 882 752

For the contact details of your nearest court see the Tribunal's website at www.vocat.vic.gov.au.

WHAT HAPPENS NEXT

Once you have lodged your application, the Tribunal will send you a "Directions for Preparation" form to help you provide the evidence the Tribunal needs to decide your application. The evidence may include:

- a report from your treating doctor if physical injury is claimed
- receipts or invoices for the expenses you are claiming
- a copy of your police statement
- intervention orders
- a report from your counsellor if you are seeking counselling
- information about Medicare rebates

Please note that you should not pay for a report from a doctor or counsellor without prior approval from the Tribunal.

The Tribunal will give you a date for filing all your supporting material. Contact the Tribunal if you need extra time.

Sometimes the Tribunal will decide to wait until criminal charges are finalised before hearing your application but it is not necessary for an offender to be charged or for the charges to be finalised in every case.

Once the Tribunal has all the information it requires to make a decision, the Tribunal will advise you if it wants to hold a hearing. In some cases, even if you have elected for the Tribunal to hear the application in your absence, the Tribunal may decide that it needs to have a hearing and you will be asked to attend.

Legal advice and representation may help you and, in the majority of cases, the Tribunal will pay the reasonable costs of a legal practitioner. A legal practitioner cannot obtain legal costs from you without the Tribunal's permission.

If you need an interpreter for a hearing or you cannot attend a hearing on the date set, please advise the Tribunal as soon as possible.

URGENT ASSISTANCE

If you need urgent assistance, the Tribunal may make an interim award. The Tribunal has a special form for applications for interim awards. You should attach all relevant supporting documents such as invoices for medical or safety-related expenses or letters from your doctor or dentist.

If you seek urgent counselling, your counsellor must provide a report and request that comply with the Tribunal's practice direction about counselling expenses. The practice direction is available either from the Tribunal or you can download it from the Tribunal's website – www.vocat.vic.gov.au

You can obtain urgent assistance by contacting the Victims of Crime Helpline on 1800 819 817 or your local Magistrates' Court.

WHERE CAN YOU GET HELP OR ADVICE?

Further information including copies of all forms and Tribunal practice directions can be obtained from the Tribunal website:

www.vocat.vic.gov.au

For further information, please contact:

- The VOCAT Registrar at your local Court House
- Victims of Crime Assistance Tribunal (Principal Registry) (03) 9628 7855
1800 882 752
- Victims Support Agency (03) 8684 6700
1800 819 817
- Victorian Court Network Service (03) 9603 7433
1800 681 614

To speak with a lawyer contact:

- The Law Institute of Victoria (03) 9607 9550
- Victoria Legal Aid (03) 9269 0120
1800 677 402 (country callers)
- Aboriginal Legal Service Co-Operative (03) 9419 6024
- Aboriginal Family Violence Prevention and Legal Service (03)9244 3333
1800 105 303
- The Women's Legal Resource Group 1800 133 302