

The total amount of restitution requested represents the following property damage or loss, medical bills, or lost wages that I have sustained as a result of the violation. *Please list each item and the amount being claimed. **You MUST attach copies of bills, receipts, estimates, proof of lost wages from your employer or any type of documentation** that explains how you arrived at the figures below. **Do not include any amounts paid by insurance.** If you are attaching estimates for repair work, please indicate if work was completed and the final cost of completed work. Not attaching the necessary paperwork could delay or cause your request to be denied. Attach additional sheets if necessary.*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**NOTE:**

- Ordering payment of restitution is at the discretion of the court.
- Affidavits for Restitution forms that are not returned to the court in a timely manner **WILL BE DENIED.**
- It is your responsibility to notify the court of an address change to ensure proper delivery of restitution payments.
- An order of restitution by the court does not guarantee compliance by the defendant.
- Victims also have the option to file a small claims action or a civil action in La Crosse County Circuit Court.

**COULEE REGION  
JOINT MUNICIPAL COURT**

Hildie McIntyre, Court Clerk  
Office Hours: Mon-Fri 8:00 AM-5:00 PM  
(Office hours are subject to change)

415 Main Street  
Room 150  
Onalaska, WI 54650

Phone: 608-781-9558  
Fax: 608-779-7903  
Website: [www.cityofonalaska.com](http://www.cityofonalaska.com)

Coulee Region  
Joint Municipal Court

---

**VICTIM  
RESTITUTION  
INFORMATION  
&  
AFFIDAVIT FOR  
RESTITUTION**

Citation No.: \_\_\_\_\_

Court Date: \_\_\_\_\_

Offender(s) Name(s)\*\*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\* Do not list names of Juvenile offenders

As a victim of an ordinance violation or an Operating While Intoxicated offense with damage to property, you may have suffered a financial loss in the form of property damage, property loss, or personal injury. If the person responsible for the violation is convicted, the court may order that person to pay you for some or all of your loss.

**INITIAL HEARING**

Once a defendant has been issued a citation, they are scheduled for an initial appearance in court. You will find the court date on the front of this brochure. The court **MUST** receive your restitution request **prior to this date**; however, you are NOT required to be at the initial hearing. The defendant must enter a plea to the charges. Once the defendant pleads no contest or guilty, and/or has been found guilty, the matter of the requested restitution is presented to the defendant. If the defendant disagrees with the restitution amount, then a restitution hearing will be scheduled.

**RESTITUTION HEARINGS**

If a restitution hearing has been scheduled, you will be notified by mail. As the victim, **YOU MUST APPEAR** at this hearing to present your request for restitution. YOU MUST attach copies of ALL bills, receipts, estimates, proof of lost wages from your employer or any other type of documentation to this Affidavit. As is the case with all proceedings in municipal court, the overriding principle at a restitution hearing is fairness to all those involved. Both the victim and the defendant are afforded the opportunity to speak and to present relevant evidence.

The restitution hearing is held on the record. Each side is allowed to present their evidence. The victim bears the burden of proof and, therefore, is allowed to speak first. The victim must demonstrate, by a preponderance of the evidence, the amount of loss sustained. The defendant is then allowed to present evidence relevant to the amount of the loss sustained. After each side has had the opportunity to speak, the court determines what, if any, restitution will be awarded.

**VICTIMS OF MUNICIPAL JUVENILE COURT CASES:**

Pursuant to Wisconsin State Statute 938.346, you have the right to notification of any juvenile hearing regarding an act for which you are a victim. Victims of juvenile violations have all the rights granted to the victims of adult violations except that statutory procedures must be followed in obtaining the release of certain information in order to advance the public interest of keeping juvenile matters confidential. Victims of juvenile violations have the right to notice of the following:

- The procedures under the statutes for obtaining the identity of the juvenile and the juvenile’s parents.
- The potential liability of the juvenile’s parents.

*This information may not include any information that deals with sensitive personal matters of the juvenile and the juvenile’s family that does not directly relate to the act or alleged act committed against the victim.*

**AFFIDAVIT FOR RESTITUTION**

This Affidavit for Restitution **MUST** be completed and returned in its entirety to the **Coulee Region Joint Municipal Court, 415 Main Street, Room 150, Onalaska, WI 54650, by 3:00 p.m. on the FRIDAY PRIOR TO THE COURT DATE indicated on the front of this brochure. **If not received by this date, it will be assumed that you do not wish to claim any restitution in this matter.** Keep a copy for your records.**

The total value of restitution requested is: \$\_\_\_\_\_. Itemized on the reverse side of this brochure are the individual damages incurred (ITEMIZATION/SUPPORTING DOCUMENTS MUST BE INCLUDED).

I hereby request that I be paid \$\_\_\_\_\_ for my damages **which are not reimbursed by insurance proceeds**. I certify that the above information is true and correct to the best of my knowledge and represents actual and reasonable expenses incurred by me.

\_\_\_\_\_  
Victim’s Name:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone    Email

\_\_\_\_\_  
Signature of Victim(s)    Date