



## **DEFENDANT/RESPONDENT RESTITUTION INFORMATION AND INSTRUCTIONS**

**Please Read Carefully. Should you have any questions, do not hesitate to ask.**

### **INFORMATION**

#### **WHAT IS RESTITUTION?**

- Restitution is a cash amount a defendant or respondent is ordered to pay to the victim due to personal injury or property damage caused by the defendant/respondent.
- All restitution must be ordered by the Court.
- Restitution may be paid in one lump sum or over time depending on the amount of restitution and the ability of the defendant/respondent to pay.
- Restitution must be received by the Court in order to document the payment.
- Restitution may be paid in cash or by a money order or cashier's check made out to the Tohono O'odham Nation. A check will be reissued by the Nation to the victim.
- Restitution may be paid in person or by mail.
- The Justice Center accepts in-person restitution payments Monday through Friday from 7:30 A.M. to 3:00 P.M., excluding holidays.
- Restitution may **not** be converted into community service.

## **FAILURE TO PAY**

If a defendant/respondent fails to pay restitution the victim may inform the Nation's Prosecutor's Office and additional charges may be filed. A victim may also pursue other remedies in civil court to ensure payment.

## **INSTRUCTIONS**

1. Review the Restitution Information and Instructions form.
2. Fill out the Restitution Payment Form and provide the information requested, including the amount of the payment being made.
3. For submitting payment by mail, place the payment and completed Restitution Payment Form in a pre-paid (stamped) envelope addressed to the Justice Center at the address listed on this form. A receipt will be mailed to you. **NOTE: A Restitution Payment Form is required for each payment.**
4. For submitting payment in person, complete the Restitution Payment Form and return the form to the information window with the payment and a member of the Court's accounting staff will complete the payment process and provide you with a receipt.