

## FORM SUMMARY

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**Name of Form:** **Victim Notification Card**

**Form Number:** **CR-240**

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**Statutory Reference:** §§302.113(9g)(g)3, 302.114(6)(e), 973.09(3m)(c), and 973.195(1r)(e), Wisconsin Statutes

**Benchbook Reference:**

**Purpose of Form:** To allow victims to advise the Clerk of Courts that they wish to receive notice of the filing of any postconviction motion.

**Who Completes It:** A victim.

**Distribution of Form:** The Clerk of Courts is required to send the form to any victim of a person who has been sentenced to prison.

**Accompanying Forms:** CR-241, Victim Notice of Rights, should accompany this form to explain rights the victim has and procedures to be followed if notice of future hearings is desired.

**New Form/Modification:** Modified; last update 02/03.

**Modifications:** Reinstated.

**Comments:** This card can now be used for victim notification for all postconviction motions filed by inmates: Petition for Release to Extended Supervision (life sentences); Petition for Sentence Adjustment; Petition to Modify Bifurcated Sentence; Petition to Modify Court-Imposed Conditions of Extended Supervision; and Motion for Postconviction DNA Testing.

Under the Truth in Sentencing law and Act 109, Clerks of Court must notify victims that they have the right to receive notice of any future postconviction petitions or motions filed by the person who victimized them. RMC believes that victims should be notified of any postconviction motion filed by an inmate pursuant to Chapter 950, Wisconsin Statutes.

If a victim completes and returns a Victim Notification Card, then the applicable Model Criminal Procedure should be followed. The Clerk of Court must attempt to notify the victims who have requested notice of the filing of the

petition, the time and place of any hearings on the petition, and of the victim's rights to be present and make a statement or to submit a written statement to the court.

Card size is approximately 5-1/2" x 3-3/4". Copy provides 4 cards per sheet. There is 1" of extra space at top of sheet to remove before cutting cards to size.

**About this Form:**

This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office and a mandate of the Wisconsin Judicial Conference.

**If you have additional information that does not change the meaning of the form, attach it on a separate page. The form itself shall not be altered.**