

Victim advocates play a critical role in enhancing outcomes for victims, defendants, and the community at large. To provide guidance on these roles, the Association of Prosecuting Attorneys Domestic Violence Prosecution Committee developed The Victim Advocate Roles & Responsibilities Checklist, a tool to guide offices in optimizing interactions between prosecutors and advocates and fostering inter-office discussions about advocates' specific role in the prosecution process. It is a quick-reference sheet for how --and which--advocates can assist with specific areas of support to both victims and attorneys throughout the prosecution process. It is a visual aide to educate prosecutors, support staff, administration, and advocates alike on how they can effectively partner.

Victim Advocate is an umbrella term that applies to a range of positions, which may have different obligations and limitations related to information-sharing or prosecution support, for example:

- Advocates employed by a prosecutor’s office may have Brady obligations.
- Community-based advocates may have Confidential Domestic Violence Counselor Privilege.
- Positions funded by Victims of Crime grants may have restrictions about the role they can play in aiding prosecution.

Because each jurisdiction will have a different configuration of advocates available to them, this document provides a framework and a template for prosecutors’ offices to create their own checklist rather than an all-inclusive mandate for how advocates should be used.

We have supplied this example checklist as a guide and hope that offices will utilize the tool’s framework to develop their own checklist. Offices can use the blank template, tailoring it to the advocacy positions available and the roles and duties needed for their individual jurisdictions, to serve as a reference-guide for staff and community partners.

Procedural Support	Prosecution-based Advocates (Brady obligations, not limited in ability to support Prosecution)	Victims of Crime-based Advocates (May have Brady obligations but limitations on role in supporting Prosecution)	Community-based Advocates (DV-Counselor Confidentiality Privilege/No Brady obligations, obligations re supporting prosecution will vary, but priority is to advocate for the Victim’s interests, not the Prosecution’s)
Send Prosecution-related forms: Marsy’s Law, Restitution, Victim Impact Statement, DV brochure	*	*	
Explaining Rights and Services Act to Victim	*	*	*
Complete Victim Services intake form	*		
Educate Victim about the court process	*	*	(varies)
Confirm Victim/Witness contact info	*		(only with Victim’s permission to share)

Obtain info from victim/witness pertinent to case (eg: violations of PO/RO, contact from Defense attorney, existence of jail calls)	*		(only with Victim's permission to share)
Engage victim/witnesses for their participation in court/trial	*		
Identify Victim's scheduling conflicts re hearings or trial schedule	*		(only with Victim's permission)
Arrange transportation to/from court (taxi/UBER)	*	*	(varies)
Sit-in during Prosecutor's interview (testify as needed)	*		(varies)
Notifying and supporting Victims in bond hearings and pretrial no contact order hearings, and other pretrial matters	*	*	*
Accompany Victim to court to testify at trial	*	*	*
Send subpoena	*		
Send Protective Order to Victim	*		
Post-conviction updates & support	*	*	*
Restitution (gather documents and/or assist with process)	*	* (only VOC related)	*
Assist with language support	*		(only with Victim's permission)
Representing the victim's voice within the prosecutor's office	*		(varies, may require Victim's permission)
Internal office cross-training	*	*	*

Victim Services	Prosecution-based Advocates (Brady obligations, not limited in ability to support Prosecution)	Victims of Crime-based Advocates (May have Brady obligations but limitations on role in supporting Prosecution)	Community-based Advocates (DV-Counselor Confidentiality Privilege/No Brady obligations, obligations re supporting prosecution will vary, but priority is to advocate for the Victim's interests, not the Prosecution's)
Explaining Rights and Services Act to Victim	*	*	*
Crisis intervention/ emotional support	*	*	*
Liaison between Victim & law enforcement (can include police department or Prosecutor's Office)	*	*	*
Provide Victim with/link Victim to community resources	*	*	*
Employer intervention	(Limited)	*	*
Educate on overview of court process	*	*	*
Educate on court process for each court matter/step of the process	*	*	(varies)
Notify Prosecutor of Victim's scheduling conflicts for hearings or trial schedule	*	*	(only with Victim's permission)
Safety planning for attending court	*	*	*
Safety planning beyond the court process	*	*	*
Educate on Criminal Protective Order options	*	*	*
Educate on Civil Restraining Order options	*	*	*
Assist with DVRO application and/or support in family court	*	*	*
Refer to Victim of Crime services	*	*	*
Assist victim in filing for Victim of Crime services	*	*	(varies)
Provide case updates when Victim is not needed in court	*	*	(varies)
Sit-in during Prosecutor's interview (testify as needed)	*	*	(varies)
Notify and support Victims in bond hearings and pretrial no contact order hearings, and other pretrial matters when Victim is needed in court	*	*	*
Accompany Victim to court to testify at trial	*	*	*

Arrange transportation to/from court (taxi/UBER)	*	*	(varies)
Child Care and Respite Care – Provide basic courthouse child/senior assistance, as needed	(Varies, on level of need)	(Varies, on level of need)	(Varies, on level of need)
Victim Impact Statement support	*	*	*
Post-conviction updates & support	*	*	*
Assist with language support	*	*	(only with Victim's permission)
Representing the victim's voice within the prosecutor's office	*	*	(varies, may require Victim's permission)
Participate in office cross-training	*	*	*