

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 tailored to the advocacy positions available and the roles and duties needed for their individual jurisdictions rather than an all-inclusive mandate for how advocates should be used. This will 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			

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			
Educate on overview of court process			
Educate on court process for each court matter/step of the process			
Notify Prosecutor of Victim's scheduling conflicts for hearings or trial schedule			
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			
Provide case updates when Victim is not needed in court			
Sit-in during Prosecutor's interview (testify as needed)			
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			

