

**OFFICIAL – Sensitive**  
**(For Criminal Justice related purposes only)**  
**Not Disclosable**

**MG11(W) Back**

Name of Witness		URN	
Home Address		Post code	
Home Telephone No		Work Telephone No	
Mobile	E-mail Address		
Preferred means of contact		Best time to contact	
Gender	Date and place of birth		
Former Name	Ethnicity code		
WITNESS NON-AVAILABILITY?		- Select -	If 'Yes' list dates

Is the witness willing to attend court? If 'No', include reason(s) on MG6		- Select -
Record on the MG6 what can be done to ensure attendance?		
Does the witness require a Special Measures Assessment as a vulnerable or intimidated witness? <small>(Youth under 18; witness with mental disorder, learning or physical disability; or witness in fear of giving evidence or witness is the complainant in a sexual offence case).</small>		- Select -
If 'Yes' submit MG2 with file in anticipated not guilty cases		
Does the witness have any particular needs? If 'Yes' what are they? Please state below <i>(Disability, healthcare, childcare, transport, language difficulties, visually impaired, restricted mobility or other concerns)</i>		- Select -

<b>Victim / Witness Consent</b> <i>(complete all sections)</i>	
The Victim Personal Statement (VPS) Scheme has been explained to me	- Select -
I have been given the Victims of Crime documentation	- Select -
I wish to provide a - Select -	- Select -
Where possible, I would like the - Select - read out at court by - Select -	- Select -
I consent to police having access to my medical record(s) in relation to this matter <i>(obtained in accordance with local practice)</i>	- Select -
I consent to the statement being disclosed for the purposes of civil or other proceedings if applicable e.g. child care proceedings, CICA, RTC cases	- Select -
<b>Child witness cases only.</b> I have had the provision regarding reporting restrictions explained to me	- Select -
I would like CPS to apply for reporting restrictions on my behalf	- Select -
Do you want access to Track My Crime if it is available in this force?	- Select -

*'I understand that the information recorded above will be passed on to the Witness Service, which offers help and support to witnesses pre-trial and at court'.*

Signature of Witness	x _____	Print Name	
Signature of parent/guardian/appropriate adult	x _____	Print Name	
Relationship of parent / guardian / appropriate adult			
Address and telephone number (of parent, etc.), if different from above			

Statement taken by (print name)	
Station	
Date, time and place statement taken	

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MG11(W)

CPS Use Only

**WITNESS STATEMENT**

**(Criminal Procedure Rules 2015 R16.2, Criminal Justice Act 1967 S9, Magistrates' Courts Act 1980 S5B)**

		URN	
Statement of			
Age if under 18	(if over 18 insert 'over 18')	Occupation	
<p>This statement (consisting of                  page(s)) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it, anything which I know to be false, or do not believe to be true.</p>			
Signature	x _____	Date	
Signature of parent / guardian / appropriate adult	x _____	Relationship of parent / guardian / appropriate adult	
<p>Tick if witness evidence is visually recorded <input type="checkbox"/> (supply witness details on MG11 Back)</p>			
Statement taken by (print name)			
Station			
Date, time statement taken			



FREEDOM OF INFORMATION ACT 2000

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Signature	x _____	Date	
Signature of parent / guardian / appropriate adult	x _____	Relationship of parent / guardian / appropriate adult	

Tick if witness evidence is visually recorded ☐ (supply witness details on MG11 Back)

Statement taken by (print name)	
Station	
Date, time statement taken	





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**--- NOT DISCLOSABLE ---**

MG11(W 2)

**Witness Contact Details**

URN

Name of Witness

Home Address

Email Address

Mobile

Home Telephone No

Work Telephone No

Preferred means of contact (*specify details for vulnerable/intimidated witnesses only*)

Gender

Date and Place of Birth

Former Name

Ethnicity Code (16 + 1)

**DATES OF WITNESS NON-AVAILABILITY**


**Witness Care**

- a) Is the witness willing to attend court? Yes ☐ No ☐ If 'No', include reason(s) on form **MG6**.
- b) What can be done to ensure attendance?
- c) Does the witness require a Special Measures Assessment as a vulnerable or intimidated witness? (*youth under 18; witness with mental disorder, learning or physical disability; or witness in fear of giving evidence or witness is the complainant in a sexual offence case*)  
Yes ☐ No ☐ If 'Yes', submit **MG2** with file in all cases.
- d) Does the witness have any particular needs? Yes ☐ No ☐ If 'Yes', what are they?  
(*Disability, healthcare, childcare, transport, language difficulties, visually impaired, restricted mobility or other concerns?*)

**Witness Consent (for witness completion)**

- a) The Victim Personal Statement Scheme (Victims only) has been explained to me and I have been given the tear-off slip explaining the Victim Personal Statement Scheme (VPS) and information about 'what happens next?' Yes ☐ No ☐
- b) I wish to make a VPS / Impact Statement for Business (ISB) (*delete*) Yes ☐ No ☐
- c) I would like the VPS / ISB read out at court by: myself / CPS (*delete*) Yes ☐ No ☐
- d) I consent to the Police having access to my medical record(s) in relation to this matter (*obtained in accordance with local practice*) Yes ☐ No ☐ N/A ☐
- e) I consent to my medical record in relation to this matter being disclosed to the defence: Yes ☐ No ☐ N/A ☐
- f) I consent to the statement being disclosed for the purposes of civil proceedings if applicable, e.g. child care proceedings, CICA Yes ☐ No ☐ N/A ☐
- g) **Child witness cases only.** I have had the provision regarding reporting restrictions explained to me and I would like the CPS to apply for reporting restrictions on my behalf Yes ☐ No ☐ N/A ☐

*'I understand that the information recorded above will be passed on to the witness services, which offers help and support pre-trial and at court'*

Signature of witness:		PRINT NAME:	
Statement taken by ( <i>print name</i> ):		Station:	
Date, time and place statement taken:			

**NOTE TO OFFICER: This page MUST be imported to the NICHE Case File as a separate document – MG11W(2)**

# Information for Victims of Crime

This leaflet sets out what you can expect from the criminal justice system if you are a victim of crime. It contains information about organisations that you can contact for free advice, practical information and emotional support. Visit [www.victimcaremerseyside.org](http://www.victimcaremerseyside.org)

Thank you for reporting the incident to the police. You can find below some details about the incident you have reported and other useful contact details. You may find it useful to keep this leaflet for future reference so that you have all the contact details and important information about the incident you have reported in one place, together with details about advice and support services for victims of crime.

Details of the crime you have reported	
<b>Initial contact with the police</b> Name and number of officer:	
<b>Officer dealing with the case</b> (if different from above) Name and number of officer:	
Phone number	
<b>Crime case details</b> Date incident reported:	
Date of incident (if different):	
Crime case reference number:	
Description of the incident:	

## Next steps

The Police will give you information about what to expect from the criminal justice system, including information about the Victims' Code. The Victims' Code sets out the services you can expect from criminal justice agencies. The police will conduct a "needs assessment" and will ask you questions to establish what help and support you might need. The Victims' Code sets out your rights to make a complaint under the Victims' Code if you are unhappy with the service you receive.

If you would like to read the Code in full, or to access a shorter guide to the Code, please visit:

[www.gov.uk/government/publications/the-code-of-practice-for-victims-of-crime](http://www.gov.uk/government/publications/the-code-of-practice-for-victims-of-crime)

If you do not live in England and Wales, you are still entitled to the services set out in the Victims' Code if the crime took place in England and Wales, or if the services relate to criminal proceedings taking place here.

## The Victim Personal Statement (VPS):

The Victims' Code entitles victims of crime to make a VPS. The VPS helps give victims a voice in the criminal justice process. In your VPS you can tell the court and the Parole Board, where applicable, how the offence has affected you or your family. You can choose to read your statement aloud in court or have it read out on your behalf if the defendant is found guilty. To find out more, visit: [www.gov.uk/government/publications/victim-personal-statement](http://www.gov.uk/government/publications/victim-personal-statement)

If you agree, the police will pass your details on to [www.victimcaremerseyside.org](http://www.victimcaremerseyside.org) who will offer you help, support and guidance. You can also contact these services directly if you would like support following a crime. To find out more, visit: [www.victimsinformationsservice.org.uk](http://www.victimsinformationsservice.org.uk) or phone 0808 168 9293.

## Working together with the police to investigate your crime:

To help the police investigate your crime, you should let them know:

- If you remember something not already included in your current statement.
- If your contact details change.
- If the crime involved any type of hostility, for example if you were targeted because of your race, sexuality, religion, disability or gender identity, or perceived race, sexuality, religion, disability or gender identity.
- If you have any specific needs, for example, mobility, communication or religious requirements.

## Protection against harassment or intimidation:

If you, or others close to you, are harassed or threatened in any way during an investigation or a trial, you should contact the police immediately. If the accused is bailed, the court may impose a condition preventing the accused from making any contact with a named person or persons. You could also apply to court to get an injunction against the accused if you think it's likely that he/she will harass you. If the accused is convicted or acquitted, the criminal court can make a restraining order. In addition, protection for victims and witnesses against witness intimidation extends for up to a year after the end of a trial.

## Criminal charges:

In some cases if someone is arrested and charged, the Crown Prosecution Service (CPS) will decide whether to prosecute or not and whether to take your case to court. To find out more about the CPS, visit [www.cps.gov.uk](http://www.cps.gov.uk) or call 0203 357 0000



### **The Merseyside joint police/CPS Witness Care Unit:**

Will provide you with a single point of contact after the point of charge about the progress of your case, including the date of hearing. They can also give information on claiming expenses for attending court, including travel, pre-trial visits, allowances for meals, loss of wages and child care. Visit [www.victimsinformation.service.org.uk](http://www.victimsinformation.service.org.uk) or ring 0151 777 1751.

### **Going to court as a witness:**

Her Majesty's Courts & Tribunals Service (HMCTS) is responsible for running all of the courts. To find out more visit: [www.gov.uk/going-to-court-victim-witness/help-getting-to-the-court](http://www.gov.uk/going-to-court-victim-witness/help-getting-to-the-court).

### **The Witness Charter**

Sets out the standards of care you can expect if you are a witness to a crime or incident in England and Wales. The Charter is available online at: [www.gov.uk/government/publications/the-witness-charter-standards-of-care-for-witnesses-in-the-criminal-justice-system](http://www.gov.uk/government/publications/the-witness-charter-standards-of-care-for-witnesses-in-the-criminal-justice-system)

There is a 'Going to Court – A Step by Step Guide to Being a Witness' DVD which explains what happens at court. This can be viewed online at: [www.gov.uk/going-to-court-victim-witness](http://www.gov.uk/going-to-court-victim-witness)

In addition HMCTS has a 'You are a Prosecution Witness' leaflet on services and facilities available at individual Crown and Magistrates' Courts. This can also be viewed online at: <https://courttribunalfinder.service.gov.uk/>

The Witness Service, run by Citizens Advice, helps victims and witnesses attending court. They are trained staff and volunteers who you can talk to about what to expect before going to court during a pre-trial visit, and who are also present to support you at court. The Witness Service cannot discuss the case or the contents of your evidence with you. To find out more, visit: [www.adviceguide.org.uk](http://www.adviceguide.org.uk) or call 0300 332 1000

### **Witness Service Court Contacts**

- Wirral Magistrates, Chester Street, Birkenhead, CH41 5HW Tel: 0300 332 1390
- Sefton Magistrates, 29 Merton Road, Bootle, L20 3XX Tel: 0300 332 1327
- St. Helens Magistrates, The Court House, Corporation Street, St. Helens, WA10 1SZ Tel: 0300 332 1343
- Liverpool & Knowsley Magistrates, Single Centre for Crime QE2 Law Courts, Liverpool, L2 1XA Tel: 0300 332 1256
- Liverpool Crown Court, QE2 Law Courts, Derby Square, Liverpool, L2 1XA Tel: 0300 332 1257

### **Help in Court: Special Measures**

Special measures are arrangements put in place to help you, if you are a vulnerable or intimidated victim to give evidence in court in the best possible way. With the agreement of the court these include:-

- Screens, to screen you from the court while you give evidence
- Live link, to give evidence from a room outside the court room, Merseyside Police has a location where this can take place. Evidence given in private, members of the public are excluded from the court room while you give evidence
- Removal of wigs and gowns, available at Crown Court. Judge and lawyers remove their wigs and gowns to create a less formal atmosphere
- Video Recorded Evidence, in some cases your account may be obtained by video rather than a written statement
- Having an Intermediary, to help you understand questions when being interviewed or giving evidence
- Aids to communication, this could include using an interpreter or someone to communicate for you.

**Compensation:** If you have been a blameless victim of a violent crime, you may be eligible for compensation from the Criminal Injuries Compensation Authority (CICA). You can apply online at [www.gov.uk](http://www.gov.uk). If you need help to complete an application by telephone contact the CICA Customer Service Centre advisors on 0300 003 3601.

You can apply for compensation whether someone has been prosecuted for the offence or not but you must apply within two years of the date of the incident. You should not wait until the end of a civil or criminal trial before applying for criminal injuries compensation.

To find out if you are eligible for payment for having suffered immediate financial hardship contact Victim Support on 0808 168911 or visit: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

**Translation and Interpretation:** If you do not understand or speak English, you are entitled to ask for interpretation into a language you understand when reporting a crime, being interviewed by the police or giving evidence in criminal proceedings. In Wales, you have the legal right to use Welsh when giving evidence and the court will make the necessary provisions. The Victims' Code sets out your entitlement to request the translation of key documents as part of the case, including the written acknowledgement.

**Restorative Justice:** As a victim, you may be able to undertake Restorative Justice and have a say in the resolution of the offence against you. Restorative Justice is the process of bringing together victims with those responsible for the harm, to find a positive way forward. To find out more, visit: [www.restorativejustice.org.uk](http://www.restorativejustice.org.uk).

**Conviction, sentence, release and probation supervision:** When someone is convicted of an offence and sent to prison, they pass into the care of the Prison Service. To find out more visit: [www.government/organisations/hm-prison-service](http://www.government/organisations/hm-prison-service)

If you would like to find out more about what you are entitled to under the Victims' Code after a sentence has been passed, such as information about the Victim Contact Scheme and the role of the Parole Board, visit [www.gov.uk/government/publications/the-code-of-practice-for-victims-of-crime](http://www.gov.uk/government/publications/the-code-of-practice-for-victims-of-crime) or <https://www.gov.uk/government/organisations/parole-board>

Further information: You can use the Victims' Information Service to find more detailed information about support and services for victims at: [www.victimsinformation.service.org.uk](http://www.victimsinformation.service.org.uk) or phone 0808 168 9293

Citizens Advice can help with financial problems or advice, legal issues or other practical problems. To find out more, visit: [www.adviceguide.org.uk](http://www.adviceguide.org.uk) or call 03444 111 444.

CPS Use Only

## WITNESS STATEMENT

(Criminal Procedure Rules R16.2, Criminal Justice Act 1967 S9)

		URN	
Statement of			
Age if under 18	(if over 18 insert 'over 18')	Occupation	
This statement (consisting of                  page(s)) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it, anything which I know to be false, or do not believe to be true.			
Signature		Date	
Signature of parent / guardian / appropriate adult		Relationship of parent / guardian / appropriate adult	
<p>Tick if witness evidence is visual / audio recording <input type="checkbox"/> (supply witness details on MG11 back page)</p> <p><b>Witness to read the following or, if recorded by telephone, the statement taker must read out to the witness:</b></p> <p>A victim personal statement gives you the opportunity to tell the criminal justice agencies and the magistrate or the judge about how a crime has affected you or those close to you. Your VPS can inform decisions on whether to charge an offender, whether they should be granted bail and by the courts in deciding on sentence.</p> <p>It will become part of the case papers and can be seen by those involved with your case, i.e. Police, CPS, defence, and the magistrates and judges at court.</p> <p>Normally your VPS will be read by the judge or magistrates, however, you may if you wish ask to read your VPS out to the Court or ask for someone, usually the Prosecutor, to read it out on your behalf.</p> <p>Please consider the below to help you to describe the effects that this crime has had on you;</p> <ul style="list-style-type: none"><li>• Any physical or psychological injury you have suffered and/or any treatment you may have received as a result of the crime</li><li>• Emotional: Anxiety, stress, sleeplessness, relationships with partner, family or others</li><li>• Vulnerable or intimidated: If you no longer feel safe, are fearful of intimidation or a repeat offence</li><li>• How your quality of life has changed on a day-to-day basis</li></ul> <p>Financial: loss of earnings through an inability to work, compensation for damage, etc.</p>			
Statement taken by (print name)			
Station			
Date, time statement taken			