

VICTIM'S REPRESENTATIVE NOTIFICATION FORM
Vehicle Laws - License Suspension Hearing
INSTRUCTIONS

As the Victim's Representative, you are entitled to be present at the offender's administrative hearing regarding a conviction as a result of this crash. You also have the right to provide either a written or oral impact statement for consideration by the administrative law judge. Please read the instructions below before completing this form.

This form must be completed and received by the Maryland Department of Transportation, Motor Vehicle Administration, (MVA) at least 30 days prior to the offender's hearing date. The form can be hand delivered or mailed to the Motor Vehicle Administration, Administrative Adjudication Division, Room 213, 6601 Ritchie Highway, N.E., Glen Burnie, MD 20162. Upon receipt of the completed form, the Motor Vehicle Administration will provide a notice, at least 21 days before the hearing that contains information about the upcoming driver's license suspension hearing and how to request a copy of the hearing documents. A victim's representative who intends to submit a written statement to MVA must do so at least 10 days before the hearing. A victim's representative who intends to make an oral statement must notify MVA about the intent to do so at least 10 days before the hearing.

Your hearing notice will be sent to the address listed below. It is important to notify the Motor Vehicle Administration at (410) 787-7928 if any of your contact information changes. If, at any time, you wish to stop being notified about your case, or no longer want to exercise your rights as a victim's representative, you must put your request in writing and send it to the Motor Vehicle Administration at the above address.

THIS FORM WILL BECOME PART OF THE PUBLIC RECORD IN THIS CASE. IF YOU DO NOT WANT YOUR ADDRESS AND PHONE NUMBER IN THE RECORD, ☐ CHECK THIS BOX TO REQUEST SHEILDING OF THIS INFORMATION.

PLEASE PROVIDE AN ADDRESS AND PHONE NUMBERS TO RECEIVE ALL NOTICES.
THIS FORM WILL BECOME PART OF THE PUBLIC RECORD.

Victim Representative's Name:

Ms./Miss/Mrs./Mr. _____ Relationship _____

Address: _____

City _____ State _____ Zip _____

Telephone (Day) _____ (Evening) _____

(Cell) _____ Email: _____

I REQUEST TO RECEIVE NOTIFICATION OF A LICENSE SUSPENSION HEARING AS A RESULT OF A MOVING VIOLATION THAT CONTRIBUTED TO A FATALITY. I UNDERSTAND THAT IF I DO NOT COMPLETE THIS FORM AND RETURN IT TO THE MOTOR VEHICLE ADMINISTRATION THAT I MAY NOT BENEFIT FROM MY RIGHTS AS A VICTIM'S REPRESENTATIVE.

Signature of Victim's Representative Date _____

Date of Incident _____ Police Report No. _____

Location, Street, County of Accident _____

Investigating Officer _____

Law Enforcement Agency Contact Information _____

Date of Filing Notification _____

Victim's Information:

Ms. /Miss/Mrs. /Mr. _____ Date of Birth _____/_____/_____

Address: _____

City _____ State _____ Zip _____

State/Driver's License Number _____

Offender's Information:

Ms. /Miss/Mrs. /Mr. _____ Date of Birth _____ / _____ / _____

Address: _____

City _____ State _____ Zip _____

State/Driver's License Number _____

The Maryland Police Training and Standards Commission (MPTSC) must distribute the form to each law enforcement agency in the State. An investigating agency must provide the victim's representative with a copy of the notification form in conjunction with informing the representative of the right to file the form, as specified. If a victim's representative has timely filed a notification form and the violator has requested a hearing, the Motor Vehicle Administration (MVA) must notify (1) the victim's representative of any suspension hearing because of the moving violation and (2) the Office of Administrative Hearings (OAH) that a victim's notification form has been filed.

DEFINITIONS

Victim: A person who dies as a result of the commission of a moving violation by another person.

Victim's Representative: A member of a family of a victim or the victim's guardian or personal representative.

Notification Requirement for Law Enforcement Officers: During the investigation of a moving violation, existing provisions require a law enforcement officer to inform a victim's representative of the right to file a victim's representation notification form with MVA for notification of an offender's suspension hearing. The investigating agency must inform a victim's representative of this right during the investigation of a moving violation and provide a copy of the notification form at that time.

Filing a Notification Form: A victim's representative must file a notification form at least 30 days before the driver's suspension hearing on the moving violation.

Notification Requirement for the Motor Vehicle Administration: MVA is required under State law to provide a notice to a victim's representative that contains specified information about an upcoming driver's license suspension hearing at least 21 days before the hearing, including a notice that a copy of the license suspension hearing is available on request and of the cost to obtain a copy. The MVA is required to offer the copy of the hearing procedures to the victim's representative at no cost.

Additional Services Available in Maryland for Victims of Crime

VINE NOTIFICATION: The State of Maryland provides all victims and victim representatives a second, automated system of notification for your privacy and convenience. VINE will provide you with court case and jail status information 24 hours/7 days a week. You may also register with VINE to receive phone notification the day before upcoming court hearings or the release or escape of an offender. When calling VINE, if you have any difficulty, please press "0" for the operator. **While VINE provides you with automated notification, do not rely solely on VINE for your notification of court hearing events or local jail/state prison information.** Please be aware that you may always contact your State's Attorney's Office and speak with a victim service provider for all your court related questions or concerns. Call **VINE** at **1-866-MD4VINE (1-866-634-8463)** and follow the prompts or register for notification on-line at www.vinelink.com.

VICTIM RIGHTS COMPLIANCE INITIATIVE: As a victim of crime in Maryland, you have the legal right to: obtain information on the status of your case, attend all adult and certain juvenile criminal justice proceedings, request no contact with an offender, request restitution, request confidentiality, submit a written Victim Impact Statement and/or speak at sentencing/juvenile disposition, be informed of the release, transfer, escape, or death of an offender, attend, and speak at parole hearings. If you have unresolved questions about your rights or have a complaint regarding the criminal or juvenile justice system, you may contact the Victims' Rights Compliance Initiative either by calling the Compliance Coordinator Monday through Friday at 410-697-9338.