AGENCY INSTRUCTIONS FOR COMPLETING PCNR FORM: PAGE 3, SECTION A

PCNR forms are sent to victims pursuant to A.R.S. §13-4411(B)

Post-Conviction Notification Request (PCNR) forms **differ** according to a defendant's **sentencing outcome:** one form corresponds to a sentence of **prison/probation**, the other to **jail/probation.** **Be sure to complete the correct PCNR.**

All information in Section A should be completed by the **agency** providing the form to the victim or lawful representative. **Do not include more than one victim and/or one defendant per form.**

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1. **DEFENDANT NAME:** Enter complete name, using the format "Last, First, Middle", of person convicted of the offense(s).

2. **SEX:** Enter the defendant's gender by checking "Male" or "Female".

3. **DOB:** Enter the defendant's date of birth as indicated on the sentencing minute entry.

4. **COUNTY:** This is pre-filled for your county, denoting in what county the case was prosecuted.

5. **CAUSE #:** Enter the Superior Court Case # (include prefix, e.g., CR).

6. **TYPE:** Enter from the drop down box whether the case was resolved through a **plea agreement**, **trial** or was the result of a **probation revocation**. *It is extremely important this is completed accurately, to ensure timely and correct processing by post-conviction agencies.*

7. **COUNTS / TYPE(S) / DATE(S) OF OFFENSE(S):** Enter the actual count(s), count number(s) and date(s) of offense(s) listed in the sentencing minute entry related to the defendant's conviction and sentence.
   Example: "Count 2: Disorderly Conduct, a Class 6 Felony, committed on 10/11/12."
   a. If there are a large number of charges in the case, you may include only the counts that apply to the victim whose name you will write on the "Victim/Lawful Representative Name" line in Section A.
   b. If there is a victim in the case of a count that was dismissed as part of a plea, type "**(count dismissed)"** next to the count relating to the victim.
   c. If there is a count that was amended as part of a plea, type "**(amended)"** next to the count.
   Example for B &C: "*Count 2* ***(count dismissed):*** *Disorderly Conduct, a Class 6 Felony, committed on 10/11/12."*

8. **SENTENCING DATE:** Enter the sentencing date as indicated on the sentencing minute entry.

9. **RESENTENCING BOX:** Check "Yes" or "No" as applicable.

10. **PRISON/PROBATION TERM OR JAIL/PROBATION TERM:** Enter the length of the prison and/or probation term **OR** the probation and/or jail term ordered by the court. *Note: If there are multiple victims in a case, clarify as necessary, such as "3 years on this count, 12 years total sentence."*

11. **ADDITIONAL INFORMATION (IF NEEDED):** This field can be used, if necessary, to enter items such as:
    a. Victim primary language, if not English.
    b. Pre-incarceration credit (Prison).
    c. Time served and/or suspended time (Jail/Probation).
    d. Conflict case handled by another county.
    e. Any other information not specified in other fields that is necessary.

12. **VICTIM/LAWFUL REPRESENTATIVE NAME:** Enter the name of the person **to whom the form is being sent**.
    a. If the case involves a deceased victim, enter that person's name, the word *deceased*, and the name of the person (legal victim) to notify.
    Example: *John Doe (deceased); Jane Doe (lawful representative*).
    b. If the case involves a minor victim, provide the minor's name, the word *minor,* the name of the minor's lawful representative and their relationship to the minor victim.
    Example: *Marge Simpson (mother) for Lisa Simpson (minor).*