

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re: **Case # \_\_\_\_, Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear \_\_\_\_\_\_\_\_\_\_\_\_:

Your Teen Court sentence was ordered on (date) \_\_\_\_\_\_\_\_\_\_. To fulfill this court order, you are to serve a total of (#) **\_\_\_\_\_ juries** on the following dates, at the following location:

# TENTATIVE SERVICE DATES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You will complete the jury portion of your Teen Court sentence by serving on the above dates. If “**(MASTER)**” appears next to any date above, you will receive double credit for serving that date. You must arrive on time for credit or your slot will be released to another youth AND a jury will be added on to your original sentence.

In addition to your juries you have been ordered to complete **(#) \_\_\_\_\_ hours of community service**. Enclosed is a brochure with suggested community service sites. Remember to review the community service policies you signed at court to be sure you will receive credit for your community service. **Please notify the Teen Court office if you choose to select your own site. It must be approved first before you begin work there.** The Teen Court office may contact you regarding community service events that occur throughout WV.

**You must complete this court order and schedule your exit appointment by:**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

When contacting our office, have your case number ready. Any questions should be directed to your caseworker:

**Caseworker Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Caseworker Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Caseworker Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**