

# **SENTENCE COMPLETION FORM**

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Probation File Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Teen Court Case Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

This is to notify you that you have successfully completed your Teen Court sentence and that your case has been closed.

You can petition the Juvenile Court to have your records sealed when you reach the age of eighteen. The sealing of records does not happen automatically. You must initiate the filing of a petition to seal your records. This form is available by calling the Probation Department. **Please indicate you are a Teen Court case.**

I have notified the Department that you completed your Teen Court requirements and your name will be removed from the computer tracking system.

Should you have any questions, please contact me.

Sincerely,

Teen Court Coordinator