

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

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Parents,

This notice is to inform you that you failed to show for the Teen Court ordered jail tour as part of your sentence on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Teen Court is allotted only eight slots per month for the jail tour and by missing this date you took a slot that another juvenile would have filled. This is inexcusable and jeopardizes your ability to complete your sentence.

You have been rescheduled for a new date indicated on the referral form, which is enclosed. You must attend or your case will be ordered to appear back in court. Please call the Teen Court office at (304) 913-4956 if you have any questions.

Sincerely,

WV Teen Court Coordinator