



**Youth Services
Office of Juvenile Justice
Victim Notification Request Form**

As a victim or family member affected by the criminal acts of another person, you have a right to participate in the criminal justice system. If the youth who committed the offense has been sentenced to the secure custody of Youth Services, and you want information about his appeal or release status, or Youth Services' policies and programs, or your rights and responsibilities, you may contact the Family Liaison. You may also consult the agency's website at <http://www.ojj.la.gov/> .

If you would like to register to be notified of appeal, release at the time of such appeal, discharge, parole of the youth who committed the offense against you or a family member, or step down of a youth from secure care, complete this form and mail it to the address below.

Your request will be kept confidential with the exception of request from judicial or law enforcement agencies.

**Office of Juvenile Justice
Family Liaison
P.O. Box 66458, Baton Rouge, LA 70896
Telephone Numbers: in Baton Rouge area -225-287-7985; long distance, toll-free – 800-594-3941**

To receive notification as outlined above, you must maintain a correct address and/or telephone number with the Family Liaison.

PERSONS REQUESTING NOTIFICATION

Victim: _____ Family Member of Victim: _____

Address: _____ Telephone No. H (____) _____
_____ W (____) _____

You are (check one): _____ Victim of offense _____ Family Member

Youth's name: _____ Youth's ID# _____

Youth's DOB: _____ Offense _____

Parish of Conviction /Judicial District/and Court Docket No.: _____

Are you or any of your family members employed with the Office of Juvenile Justice in the State of Louisiana?
If yes, please indicate which facility or office: _____

(For Agency Use)

Date request received in Youth Services: _____ By Name/Title: _____