



C.1.7(b)

SAMPLE

CERTIFIED MAIL

(Date)

Enter Victim's name

And address

RE: Victim Notification of Discharge of Adjudicated Youth in accordance to Ch. Code Art 811.1

Dear Enter name of addressee

In accordance with Ch. Code Art. 811.1(A) (11), the victim or a member of the victim's family may file a victim notice form as provided by R.S. 46.1842(8). Upon filing of this form, it shall be the duty of the Department of Public Safety and Corrections to notify the victim or family member by certified mail of an appeal or release at the time of such appeal, discharge, parole, or step down of a youth from secure care named in the submitted form. In accordance with your victim notification request, this is formal notice that (youth) was discharged from secure custody on (date).

Sincerely,

Facility Director,

_____ Center for Youth

c: Family Liaison
Master Record
PPO/J