# LETTER INFORMING VICTIM OF DECISION TO PROSECUTE

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

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

RE: State vs. D.A. #

Charges: Initial Appearance Date:

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

This letter is to inform you that the District Attorney’s Office has begun criminal prosecution in the above entitled case. As a witness in this case, you may be subpoenaed for the trial; however, most cases never go to trial. The testimony you may be able to provide will enable the judge and/or jury to determine what actually happened. As a witness for the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YOU MUST KEEP THE DISTRICT ATTORNEY NOTIFIED SHOULD YOU MOVE OR CHANGE YOUR TELEPHONE NUMBER. IF THE DISTRICT ATTORNEY IS UNABLE TO LOCATE YOU AT THE TIME OF TRIAL OR AN IMPORTANT HEARING, THE COURT COULD ISSUE A MATERIAL WITNESS WARRANT FOR YOU.

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County District Attorney’s Office has created the Victim/Witness Program to help victims and witnesses cope with and understand the very complex criminal justice system. We are here to answer your questions, but if we are unable to do so, we will try and find someone who can. Keep this letter and if you need information, please call us with the name and file number of the person charged and we will gladly try to answer your questions. If you wish to be kept informed of the status of your case as it progresses, you must either call or write to inform us of your desire. It is our goal that you receive the best possible assistance during the weeks to come.

Sincerely,

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

Victim/Witness Program