**LETTER INFORMING VICTIM OF PENDING COURT DATE**

RE: State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ vs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Case Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

The next court date for the defendant on the above case is tentatively set for \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_\_\_\_ a.m. / p.m. in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Courthouse.

Although you are welcome to be present, unless you have been subpoenaed, your presence is not mandatory. The court must usually address a full schedule of criminal matters each day, so it is difficult to estimate when a particular defendant’s matter will be heard. Please check the docket posted outside the courtroom for any last minute changes. You may also call the Court Clerk’s office the night before a scheduled court date at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to confirm the docket setting.

Should you have any questions concerning this case, please feel free to contact the Victim Assistance Program at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your cooperation in this matter is greatly appreciated.

Sincerely,

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

Victim Witness Assistant