

# WARREN COUNTY JUVENILE PROBATION DEPT.

Paul H. Millin  
President Judge  
William F. Morgan  
Judge  
Robert L. Wolfe  
Senior Judge

COURT HOUSE  
Warren, Pennsylvania 16365  
Telephone (814) 728-3500  
FAX (814) 728-3535

Jon A. Gerarde  
Chief

July 7, 2004

Warren, PA 16365

RE:  
DATE OF OFFENSE(S):  
OFFENSE(S):

STATUS OF OFFENDER(S):  
At home with parent(s)

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

You have been identified as a victim in a petition received by the Juvenile Probation Department. In view of the fact that the Court considers the repayment of victims to be extremely important we ask that you complete and return the enclosed form to the Probation Department, in the postage-paid envelope (no stamp needed), **within 10 (ten) days**. If you have not incurred a loss, please check the "NO LOSS" block on the form, sign and return it. Should we not receive a response within the time period we would assume you have experienced no loss.

If the defendant is ordered to make restitution, this office will make every effort to assure that the defendant complies with the Order of the Court, and any monies received on your behalf will be forwarded to you. As the defendant has the right to dispute your restitution claim, the matter may come before the Court for a hearing to determine proof of loss. If this happens, you may be subpoenaed to appear to support your claim.

The filing of this form does not preclude pursuance of your legal right by civil action. If you have any questions, please contact the undersigned at 728-3500.

Sincerely,

Bonnie M. Webster  
Restitution Officer

Encs: victim claim form  
p/p return envelope