

SAMPLE EMAIL
Acceptance of Request for Interim Supervision

Date: September 2, 2007

To: <Email Address of ICT Officer or CJPO>

Subject: Acceptance by <Receiving County Name> of Interim Supervision of <child's initials and DOB>

Dear ICT Officer:

This electronic mail will confirm our conditional acceptance of your request dated MM/DD/YYYY to provide interim supervision of a child under Texas Family Code Section 51.072 (d). We also acknowledge receipt of the juvenile's identifying information [TJPC-ICT-04-06] forwarded with your initial request.

We ask that you provide promptly, but no later than ten (10) business days of this acceptance, all mandatory documentation required under Section 51.072(f). In order to finalize our acceptance and assure a smooth transfer of the case, please ensure that the child's transfer packet containing the mandatory documents, (e.g., legal petitions and orders, social history report, assessments, etc.) arrives at our office in one single mailing, if possible.

For your convenience, we have attached of a copy of the *Child Transfer Packet Checklist* [TJPC-ICT-07-06]. Please print a copy of this email for your records and include one in the child's transfer packet. Please send the Child Transfer Packet and correspondence to the following:

Jacqueline N. Detention
Inter-County Transfer Officer
Any County Juvenile Probation Department
1234 South Street, Any Town, Texas 77777
Telephone 000-000-0000
Fax 000-000-0000
EMAIL: itc.officer@any.email.provider.com

Should you have any questions, please do not hesitate to contact me. Thank you.

Sincerely,

(Name)
Inter-County Transfer Officer
(Receiving) County Juvenile Probation Department

Confidentiality Notice: The information contained in this message is CONFIDENTIAL and is for the intended addressee only. Any unauthorized use, dissemination of the information, or copying of this message is prohibited. If you are not the intended addressee, please notify the sender immediately and delete this message.

Information relating to juvenile offenders, their files, court proceedings or other records is considered confidential under Section 58.005 of the Texas Family Code and may not be disseminated to the public. Access is specifically restricted to individuals or entities authorized by statute or court order.