

Return this sheet with your Letter of Apology and mail it to:

Lorain County Domestic Relations Court

Attn: Juvenile Clerk / L.O.A.

225 Court Street, Room 110

Elyria, OH 44035

Juvenile's Name: _____

Case #: _____ F.F. #: _____

Name of Victim: _____

Date to be completed by: _____ P.O. (if any): _____

- To ensure proper verification that you have completed this Court Order, this form must be returned with your letter.
- You must send in a STAMPED ENVELOPE (with your name and address as the return address) with your letter of apology. Fold the stamped envelope and put it inside your envelope that gets mailed in.
- **FAILURE** to complete the above instructions and letter may result in Further Dispositional Orders before the Court and/or charges filed.

Instructions for Completing the Letter of Apology

Your letters of apology must address the following concerns in order to be accepted by the Court.

1. List the events of the offense. What happened? Where and when?
2. Take responsibility for your actions. State what you did. What role did you play? Remember not to blame others!
3. Put yourself in the victim's place. How would you feel if this action was done to you?
4. How do you feel about what you did? What could you have done differently!

REMEMBER: FAILURE to complete the above instructions and letter may result in the letter being returned for corrections, a Further Dispositional Orders hearing before the Court, and/or charges filed.