**JUVENILE DIVERSION DISCHARGE REPORT – XX COUNTY DIVERSION**

**Client Name:** **File Number:**   
**Contact Person:**

**Charges:**

**Discharge Date:**

**Discharge Reason:**

**Offense Date:** **Arrest Date:**   
**Referral Date:** **Intake Date:**   
**Target Disch:** **Referral Source:**

**Objective:**

**Narrative:**

**Completion Notes:**

**Objective:**

**Narrative:**

**Completion Notes:**

**Objective:**

**Narrative:**

**Completion Notes:**

**Objective:**

**Narrative:**

**Completion Notes:**

**Objective:**

**Narrative:**

**Completion Notes:**

**This form is generated from JCMS.**

[YOUR COUNTY DIVERSION PROGRAM LETTERHEAD]

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Date

**[YOUR COUNTY] ATTORNEY**

Address

The following individual has completed the terms of the Diversion Program contract and is being satisfactorily released from any other obligations to the contract. Enclosed please find the Juvenile Discharge Report.

NAME «ClientFirstName» «ClientLastName»

CHARGE: «Charges»

DATE OF OFFENSE: «IntakeOffenseDate»

CMS CASE #: «File\_Number»

DIVERSION OFFICER: «ContactPerson»

If you should have any questions, please feel free to contact my office.

Sincerely,

Juvenile Diversion Officer

[YOUR COUNTY DIVERSION PROGRAM LETTERHEAD]

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Date

«ParentFirstName» «ParentLastName»

«ClientFirstName» «ClientLastName»

«ParentAddress»

«ParentCity» «ParentState» «ParentZip»

Dear «ClientFirstName»

Congratulations! You have successfully completed the terms and requirements of your Juvenile Diversion plan. I would like to take this opportunity to thank you for your dedication to the juvenile diversion program and your successful participation in the program.

I would also like to ask that you help us continue to improve services by filling out the enclosed questionnaire (for your convenience we have also enclosed a self-addressed envelope). Please feel free to comment on aspects of the program that you thought were helpful as well as areas in which you feel the program could improve. I have also enclosed a questionnaire for your parents.

As stated in your diversion contract, your case will be closed with no further action on this matter from the [Your County] Attorney’s Office.

Best of luck to you in your future endeavors.

Sincerely,

The [Your County] Juvenile Diversion Office