

##### NICHOLAS “NICO” LAHOOD

BEXAR COUNTY CRIMINAL DISTRICT ATTORNEY

PAUL ELIZONDO TOWER

101 W. NUEVA

SAN ANTONIO, TEXAS 78205

(210) 335-2311

January 20, 2016

Victim’s Parent/Guardian

Victim’s Address

RE: The State of Texas vs. [DEFENDANT]

JN No.

Dear [Parent/Guardian],

A case has been presented to this office in which you are listed as the parent/guardian for the complaining witness or victim. As Coordinator of the Victim Assistance Program, I want to express the willingness of our staff to assist you with any problems that you may have regarding the above referenced case(s). While there is no possible form of compensation for the ordeal you and the child have suffered, our program is available to assist you during your involvement with the criminal justice system. The Victim Assistance Program of the Bexar County Criminal District Attorney’s office provides the following services:

1. General information about the criminal justice system and court accompaniment;

2. Notification of the status of your case in the court system;

3. Referral to social service agencies;

4. Aid in preparing an application through the Crime Victim Compensation fund;

5. Aid in completing the Victim Information Sheet and Victim Impact Statement; and

6. Aid in returning property involved in a criminal case.

Enclosed you will find a Crime Victim Information Package which includes a Victim Information Sheet, Victim Impact Statement, and an instruction sheet which will guide you through these forms. There are also several pamphlets which provide you basic information regarding your rights as a victim of crime and your role in the criminal justice system.

If you have been the victim or are the guardian of a victim of sexual assault, you now have the right to request that a judge order the defendant to submit to AIDS and HIV testing, once the defendant has been indicted.

**It is important that the Victim Assistance Office is aware of your current address and telephone number. If you move or change your phone numbers, please notify us.** We will make every effort to see that justice is done in your case, and we will try to avoid unnecessary inconvenience to you. Please do not hesitate to contact this office at 335-2105 if you have any questions.

Sincerely,

Cynthia L. Jahn, CLA, PVAC

Victim Services Coordinator