

## PLEASE READ CAREFULLY

### ESSAY

A condition of the disposition in your case is for you to write an essay. Before you leave the Court make sure you understand the topic of your essay. Your essay is to be neatly written in pen or typed. Include your name, case number and ID number on your essay. Unless otherwise instructed your essay is due back to the court within 10 days of your hearing. If you have a Probation Officer send the essay to your probation officer. If you do not have a Probation Officer send your letter to Ann Mlinar, Intake Officer.

Please take the time to spell check your words and make sure your sentence structure is appropriate. Do not explain your offense to the Court we are already aware of the facts of the offense you committed. The Court wants to know how your offense has affected you, your family, the victim, the community, society, etc. How do you feel about being involved in the incident, what were you thinking prior to committing the offense, how will you respond if presented with the same situation in the future or any incident in which the law is being broken.

If the essay is not acceptable to the Court for any reason it will be returned to you to be re-written.

**Essays can e-mailed or faxed. Your essay must be Word or plain text compatible. ([amlinar@co.geauga.oh.us](mailto:amlinar@co.geauga.oh.us)) Fax 440-285-5025. Faxed essays must be typed. ON ANY E-MAILED ESSAY PLEASE NOTE YOUR NAME IN THE SUBJECT BOX.**

### APOLOGY LETTER

A condition of the disposition in your case is for you to write an apology letter. Your letter is to be neatly written in pen or typed. If you have good handwriting I prefer your letter to be handwritten, if you do not have good handwriting type the letter but sign off on it personally. The letter must be at least two paragraphs long, be sincere, remorseful and you must take responsibility for your actions. **Please include a stamped LEGAL LETTER sized envelope with your letter, if you know the name and address of the victim, address the envelope, if you do not the Court will address the envelope. You must sign your full name to the letter. DO NOT put your return address on the envelope.** If you are writing more than one apology letter each letter must be different. Duplicate letters will be returned. Please take the time to spell check your words and use appropriate sentence structure. If the Court approves your letter it will be forwarded to the victim. If it is not acceptable it will be returned to you to be re-written. It may be in your best interest to have an adult read your letter before sending it to the Court.

**APOLOGY LETTERS CAN NOT BE FAXED OR E-MAILED TO THE COURT ONLY ORIGINAL SIGNED COPIES WILL BE ACCEPTED.**

**PLEASE SEND CORRESPONDANCE TO ANN MLINAR, GEAUGA COUNTY PROBATE/JUVENILE COURT, COURTHOUSE ANNEX, 231 MAIN STREET, SUITE 200, CHARDON, OHIO 44024. (440)-279-1846.**