

Probation Department Offices

**Martinez Office**

50 Douglas Drive, Suite 200  
925-313-4000

Contra  
Costa  
County



Todd Billeci  
CHIEF PROBATION OFFICER

December 12, 2017

Jane Doe  
1234 Elm Street  
Martinez, CA 94553

Dear Ms. Doe,

We are contacting you because you are the parent or legal guardian of a youth who stayed in Juvenile Hall.

The Probation Department has been conducting a review of our Care of Ward fees. If you were charged even though there was not a sustained petition, you may be due a refund. If this applies to your case, please contact our office at 925-313-4139 or [JuvFees@prob.cccounty.us](mailto:JuvFees@prob.cccounty.us) so that we may research your case.

Sincerely,

Danielle C. Fokkema  
Chief of Administrative Services