

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. We have determined that you made an overpayment and you are due a refund.

Please contact our office at 925-313-4139 or [JuvFees@prob.cccounty.us](mailto:JuvFees@prob.cccounty.us) so that we can confirm your correct mailing address and we can process a refund check.

Sincerely,

Danielle C. Fokkema  
Chief of Administrative Services