



Communities for Restorative Justice

Michael Jones & Parents
2 Center Street
Anywhere, MA 01010

April 30, 2028

Dear Michael and Parents:

The Commonwealth Police Department has referred Michael to Communities for Restorative Justice (C4RJ) for a restorative process to address an incident which resulted in the charge(s) of vandalism. Here is what you need to do:

1. Visit our website** at www.c4rj.org and click the "I'm Facing Charges" drop-down menu.* There, you'll find a section on "What to Expect" as well as a list of frequently asked questions (FAQs).
2. Next, click "Client Registration." You will be prompted to enter a password: _____. From there you will be asked to do the following:
 - Fill out our online Client Information Form for yourself. Your case number is ____.
 - Fill out our online Parent/Guardian/Supporter Information Form for each person who will be supporting you in the restorative justice process.
 - Pay the \$250 program fee, either by sending a check or by paying online. If you cannot afford this in a single payment, please contact our office as soon as possible to discuss a payment plan. Make checks payable to "**C4RJ**", and write "**Program fee--Name**" on the memo line.
3. Read, fill out, and sign the following enclosed documents:
 - Contract for Participation and Release of Information (single double-sided form)
 - Referral form from the Commonwealth Police Department
4. Send the signed forms—and program fee, if paying by check—to C4RJ by **May 10th**. Forms may be mailed (C4RJ, P.O. Box 65, Concord, MA 01742), scanned and emailed, or faxed (978.318.3442).

After our office receives your paperwork, program fee payment, and online registration, one of our case coordinators will contact you to schedule an intake interview. If you choose *not* to participate, or if we do not hear from you by the date above, we will return the case to the Commonwealth Police Department, which may pursue charges.

This referral may raise questions for you. Some will be answered on our website, but don't hesitate to contact us if you have other concerns. We look forward to hearing from you.

Sincerely,

C4RJ Program Director
email; tel 978.318.3467; fax 978.318.3442

**If you do not have access to a computer at home or work, please go to your nearest public library to use a public terminal.