

e-mail sent Mon. 10/5/15 to DA_Clerical, and DDAs Tom Wilson, Mja Thiesmeyer, Sandy Mitchell, and Matt Kerrigan:

Hi all,

In order to get eligibility letters to Misdemeanor Diversion Program offenders on time, we are setting the target date to get the eligibility letter in the mail **at least 10 calendar days prior to the arraignment date.**

To achieve this, the filing DDAs need to receive dated complaints for review at least **three weeks prior to the arraignment date.** Obviously, if the law enforcement agency submits a case late, we'll have to do the best we can to process it timely, but in that case it's understandable that we may not hit these target dates.

Thanks
-Sheryl

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