

## SAMPLE LETTER / EMAIL: Demand for Criminal Referral to Office of the Attorney General

**To:**

[Full Name], [County Name] County District Attorney

[Full Name], [County Name] County Sheriff

[Full Name or "Honorable Commissioners Court"], [County Name] County Commissioners Court

**RE:** Demand for Criminal Referral to Office of the Attorney General – Crimes Committed by Named and Unnamed Court Actors and Officials in [County Name] County, Texas

Dear District Attorney, Sheriff, and Commissioners Court:

I, [Your Full Legal Name], am writing to formally notify you of serious criminal allegations detailed in my Affidavit in Support of Criminal Complaint (ASCC), which was filed with the Magistrate of the [Name of Court, e.g., District Court or County Court at Law] on [Exact Date Filed].

A copy of the notarized ASCC is attached to this correspondence.

Whereas, the crimes and actors described in the ASCC create direct conflicts of interest and fiduciary relationships that prohibit the [County Name] County Sheriff and District Attorney from impartially investigating the matters; and

Whereas, continued funding or support of officials engaged in alleged criminal conduct may itself constitute violations of law;

Therefore, I respectfully demand that both the [County Name] County Sheriff and the District Attorney promptly refer this matter to the Office of the Attorney General Criminal Investigations Division for independent investigation.

This is not a civil matter. The allegations involve potential felonies, including Abuse of Official Capacity (Texas Penal Code § 39.02) and Official Oppression (Texas Penal Code § 39.03), among others. No official has immunity for criminal acts committed under color of office.

I am aware that similar complaints will be filed by multiple constituents across this county in the coming months. A copy of this letter and the attached ASCC has already been forwarded to the Office of the Attorney General in anticipation of your referral.

**Specific Requests:**

1. Written verification of receipt of this Demand and the attached ASCC within 7 days of the date of this letter.
2. Written confirmation that the matter has been referred to the Office of the Attorney General Criminal Investigations Division within 30 days of the date of this letter, including any assigned case or investigation number.

The [County Name] County Commissioners Court is included in this notice because continued funding of public officials or agencies while aware of credible allegations of ongoing criminal conduct may implicate additional violations of law.

I look forward to your prompt written response. Failure to respond or refer this matter as requested will be documented and may be included in future complaints or communications to oversight agencies and state legislators.

Cordially,

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[Your Full Legal Name]  
[Your Street Address]  
[City, Texas ZIP Code]  
[Your Phone Number]  
[Your Email Address]

Date: \_\_\_\_\_

## 1-Page Instructions: How to Use This Sample Letter/Email (For First-Time Pro Se Users)

### Add these Attachments:

- Notarized Affidavit in Support of Criminal Complaint (dated [Date])
- Supporting Timeline or Evidence Summary (if applicable)

### Helpful Resources and Links

- Texas Penal Code § 39.02 (Abuse of Official Capacity) and § 39.03 (Official Oppression):  
<https://statutes.capitol.texas.gov/Docs/PE/htm/PE.39.htm>
- Office of the Attorney General Criminal Investigations Division:  
<https://www.texasattorneygeneral.gov/divisions/law-enforcement/criminal-investigations>
- Texas Code of Criminal Procedure (Magistrate duties and complaints):  
<https://statutes.capitol.texas.gov/Docs/CR/htm/CR.15.htm>

Note: This is a sample letter only. It is not legal advice. All statements must be truthful and based on facts. Customize every detail before sending. Sending this letter creates a formal paper trail. False or misleading statements can have legal consequences. Verify all current statutes on official websites.

### Step 1: Preparation

- Confirm your ASCC has already been filed with a magistrate and note the exact filing date. All you have to do is give it to the Cler, the Bailiff, or the court directly. Ideally, you will go to the court early before any hearing start, give to the bailiff and tell the bailiff that you have documents for the judge. When the judge opens your docs and calls you up, ask for warrants, have prepared Warrants for Arrest.
- Gather full names and correct titles for the DA, Sheriff, and at least the County Judge (for the Commissioners Court).

### Step 2: Customize

- Replace every [bracketed item] with your accurate information.

- Attach the notarized ASCC and any short timeline.
- Choose whether to send as a formal letter (certified mail with return receipt) or as an email (with read receipt requested).

### Step 3: Distribution

- Send to the District Attorney, Sheriff, and Commissioners Court (address to the County Judge and "Members of the Commissioners Court").
- Keep copies of everything sent and any responses. Add them to your master complaint file.

### Step 4: Follow-Up

- If no response within 7 days, send a polite follow-up referencing the original date sent.
- Document all communications.
- After 30 days, note any failure to refer in future filings or complaints to legislators or the OAG.

### Tips for Success

- Keep the tone professional and factual.
- Certified mail provides the strongest proof of delivery.
- Including the Commissioners Court puts the funding body on notice, as requested.
- Persistence and documentation are key.