

41-A DISTRICT COURT

40111 DODGE PARK, STERLING HEIGHTS, 48313 • Probation Phone (586) 446-2565 • Fax (586) 276-4016

PROBATION INFORMATION & INSTRUCTIONS

You must contact the Probation Department to schedule your first appointment within 48 hours of your sentencing hearing, either in person or by telephone. You are required to enroll in and begin any/all classes/treatment/testing as ordered by the Judge PRIOR to your first appointment. PLEASE READ THE FOLLOWING CAREFULLY. Any questions you may have can be addressed with your Probation Officer on your report day.

PROBATION IS AN ALTERNATIVE TO JAIL.

The following conditions apply to ALL probationers: 1. No criminal charges. Any arrest/ticket for any criminal act, misdemeanor or felony, will result in a violation of probation; no conviction required. 2. You are not allowed to leave the state of Michigan without the permission of the Court. 3. You must notify the probation officer immediately of any change of address or employment status.

REPORTING PROBATION: 4. You must provide a truthful report to the probation officer monthly, or as often as the probation officer requires, either in person or in writing. Space is limited in the Probation Department. Please do not bring children with you. You are advised to arrive early. Upon arrival, you must check in with the Probation Clerk. Complete a "Monthly Status Update" form and be seated in the lobby. You will be seen at your appointment time, and receive your next report date and time before you leave.

Appropriate attire is required at all times within the Courthouse. Probationers not dressed appropriately will not be permitted to report and will be treated as a no-show. Inappropriate attire includes: clothing that displays an excessive amount of skin, gang-related clothing, half-tops, cut-offs, and mini-skirts.

FAILURE TO REPORT: Failure to report as scheduled may result in a **probation violation warrant** for your arrest. If you miss your appointment, DO NOT CALL THE COURT OR THE PROBATION DEPARTMENT. You will receive a notice in the mail regarding the status of your case. It is your responsibility to make every effort to appear for your appointment at your scheduled time and date. Your appointment is scheduled far enough in advance to allow you sufficient time to make any arrangements needed. If you have an emergency, you must provide documentation to your Probation Officer at the time of your next report.

YOU ARE REQUIRED TO REPORT ON YOUR SCHEDULED DATE/TIME. APPOINTMENTS WILL NOT BE RESCHEDULED.

ALL PROBATION: FINES, COSTS, & OVERSIGHT FEES: Fines and costs are assessed by the judge and due by the date specified on your order. Fines and costs must be paid in the court building in which you were sentenced. Failure to pay by the due date will result in a bench warrant for your arrest. Probation will not extend your time to pay. Oversight fees are assessed per month for reporting probation and must be paid at the Sterling Heights Division of the court. Failure to pay oversight costs in full by the end of your probation term may result in a probation violation warrant.

ALL PROBATION: ADDRESS AND EMPLOYMENT CHANGES: You must report all address changes within 24 hours to (586) 446-2565 or through email.

ALL PROBATION: PHONE CALLS: DO NOT leave a message if you are unable to report on your report day. All questions regarding your probation are to be addressed with your Probation Officer on your report date. **MISSED AND/OR POSITIVE DRUG SCREENINGS WILL ONLY BE ADDRESSED AT YOUR PROBATION APPOINTMENT.**

ALL PROBATION: PERMISSION TO LEAVE THE STATE/COUNTRY: Permission to leave the state/country must be requested at least one (1) week in advance. You must fill out a travel request. Probation may request documentation of your travel. You are required to comply with any testing requirements while you are away from this jurisdiction. It is suggested that you contact the local District Court or Police Department in advance of your travel, to arrange for drug and alcohol testing needs. You are responsible for providing documentation of out-of-town testing to Probation in order to excuse any missed tests.

ALL PROBATION: PROBATION VIOLATIONS: Below are some reasons that will warrant a violation of probation. This list is not inclusive. If you violate your probation for any reason, you will be required to appear before your sentencing judge for a Probation Violation Hearing and face possible sanctions.

- Failure to refrain from use or possession of alcohol or unlawful drugs.
- Failure to obtain permission to leave the state/country. Failure to update your address with the Probation Department.
- Failure to refrain from violating criminal laws or report any police contact and/or arrests or charges.
- Failure to attend and/or complete any classes and/or treatment as ordered by the judge.
- Any missed, late, or altered drug/alcohol screens. Providing falsified documents.
- Failure to pay fines and costs by the due date, or failure to pay oversight costs in a timely manner.

I have read and reviewed the above standard conditions of probation.

Signature

Date