

39TH DISTRICT COURT PROBATION DEPARTMENT

District Judges

Joseph F. Boedeker

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Administration

Donna Navarro

Pauline Delvillano

Jennifer Erne

YOUR REPORT DAY: _____

You have been sentenced to probation as a privilege to allow you to remain in the community. Please be aware of the following. Failure to comply may result in jail time and/or additional fines and costs being assessed.

- Reporting in person on your **scheduled day and time** is mandatory. Missed reports are violations. A warrant for your arrest may be issued and you will be assessed an additional \$40 for a missed report. If you are on probation you will report on Mondays determined by the following: Last names starting with letters **A-D** will report on the **1st Monday**; letters **E-K**, the **2nd Monday**; **L-Q**, the **3rd Monday**; and **R-Z**, on the **4th Monday**. Probationers are not seen on the 5th Monday of the month. **You will be assigned a time between 7:30-11 A.M. or 1-4 P.M.**
- If you have missed your scheduled report, you WILL NOT be seen on any other day than your scheduled report day and time and may be subject to additional costs and/or a violation.
- **Missed/positive drug screens are violations.** These will be addressed on your scheduled report date only, and may result in a warrant for your arrest being issued.
- **YOU** are the only person allowed to report. Do not bring your children, family members, drivers, etc as they will not be allowed in the Court.
- EACH TIME YOU REPORT -- sign-in at the table and complete a report form. You will be required to have proof of employment and/or education each time you report. If these do not apply to you, bring proof of any state assistance that you may receive. ie: cash assistance, disability, food stamps, unemployment.
- **Additionally:**
 - Probation will not be transferred to the city or county you reside in.
 - Transportation is your responsibility and is not an acceptable reason to not report.
 - Dress appropriately when you come to Court and silence your cell phone as use is not permitted.
 - Address your probation officer in a formal manner. Your Probation Officer has no authority to modify the order and will report violations. You must petition to Court to modify your order.
 - Oversight fees are assessed at the time of your sentencing. They may be paid at the rate of \$40 per month. **However, your first payment is due today.** Be prepared to pay \$40 each time you report. Late payments are assessed 20% for the entire amount owing, your license may be suspended and a warrant for your arrest may be issued.
 - Payments can be made Monday-Friday between court hours of 8:00 AM-4:15 P.M with cash, check, money order or credit card. If mailing payments, mail to the 39th District Court and be sure to include your case number.