



C&D Court Services

PROBATION INTAKE PACKET

Please fill out this form

Name:		Intake Date:
Physical Address:		Apt #
City:	State:	Zip Code:
Contact Phone #	2 nd Contact Phone #	
Email Address:	DOB:	
Employment Information:		
Employer:		City:
C&D's Contact Information:		
Website = www.cdcourtservices.com		
Facebook = www.facebook.com/cdcourtservices		
<i>The best way to contact C&D Staff is to appear in an office when it's open. You don't need an appointment and you don't need to call us to tell us you are coming.</i>		

C&D Court Services
Cost of Services Contract

We accept Cash, Money Orders, Debit & Credit Cards. Fees below reflect a cash discount.

<u>Service</u>	<u>Fee</u>
Initial intake fee	\$50.00
Monthly supervision fee	\$35.00 / \$45.00 / \$55.00 / \$80.00 (See explanation below)*
Missed monthly fee	\$100.00
Missed UA fee	\$40.00
Order to Show Cause (OSC) fee	\$100.00
Presentence Reports	\$125.00 (pay in advance)
Interlock Device	Service is referred to an outside provider
Electronic Monitoring (GPS) a/k/a Home Confinement	Service is referred to an outside provider

*Generally the first 2 weeks are \$35.00, the fees increase weekly as the month goes on. The last day of the month is \$80. The earlier in the month you appear the less it will cost for your probation fee. Fees may be imposed based on non-compliance up to and not to exceed \$2000. The fees are posted on the monthly calendar on the internet and stated on the telephone voicemail. **CAUTION!** The last calendar day of the month is not necessarily the last reporting day!

Body Fluids Testing:

Drug & Alcohol Testing	\$25.00 (in addition to the monthly probation fee)
**Lab verification fee	\$50.00 (if you want GCMS testing done on your sample)

**This fee is in addition to the Drug Test Fee of \$25.00. This only applies if you contest a positive UA and request that it be confirmed positive. Generally most tests that come back positive the first time are positive. It's best to be honest and admit if you have used. If you request a test be confirmed, it will only be confirmed upon prepayment of the \$50 fee.

C&D Court Services is a business that provides a service for you which helps keep you out of jail. You don't work for free and neither do we. Payment is due at the time the service is rendered.

I have read and understand the service fees associated with C&D Probation and I agree to pay for services rendered on my behalf.

Client Signature

Date

C&D Court Services “Probation Policies”

- I agree to meet with C&D Court Services staff at least one time every month **or as requested** to discuss my probation progress or lack of progress. If I fail to appear for my monthly probation visit for more than 2 months, a warrant may be issued for my arrest. If I fail to complete my probation conditions in a timely manner or do as directed by my probation officer or follow the court’s orders, an Order to Show Cause may be filed against me.
- I understand that if I am on probation to multiple courts and C&D has to report to multiple Courts on my behalf, I will be charged an additional \$15.00 per month surcharge for each additional Court.
- C&D Court Services will have several dates and times available for me to report for my monthly probation visit and multiple locations where I can report. It is my responsibility to look at the calendar each month on the website or facebook and choose a date and time to appear. No appointment is needed and nobody is going to call and remind me. **C&D is not open everyday and staff is not available everyday so don’t just walk in whenever you want to. You have to look at the calendar and appear on the dates and times we are in the office.**
- I will discuss my probation conditions with a probation officer monthly. I understand **that I am not assigned to one particular probation officer.** The probation officer does not order the conditions, the judge does. Probation conditions are non-negotiable. It is my responsibility to understand what I need to do to comply with my probation.
- Probation is NOT a checklist. It IS a time period. I was given a sentence that includes certain conditions as well as a period of probation. I understand that I may complete some conditions before the end of my probation period, but it does not mean I am finished. There may be a chance for early termination but it will only be at the discretion of C&D Court Services staff, the Prosecutor’s office and the Judge.
- I must keep C&D staff informed if I leave town and am required to give 30 days notice with documentation. Leaving town includes in-state and out of state travel. Depending on my status on probation, I may be required to do random drug testing while I am out of town. I will locate a facility to test at and get an alcohol and 5 panel drug test done. I am also responsible for making sure that the results are forwarded to C&D in a timely manner.
- I understand that if an Order to Show Cause is filed against me it may be served to me in person or by certified mail. I agree to keep my address and telephone numbers current with C&D and the Court so that I may be contacted at any time. Failure to keep contact information current is a violation of my probation conditions. I also agree to receive any mail from C&D or the Court because it may contain important case information. **Failure to pick up any mail is not an excuse that you did not get served. If we serve you by certified letter and you miss your Court date a warrant will be issued for your arrest.**
- I will follow instructions to call the C&D UA hotline every day. Failure to call the UA hotline daily or appear for my UA’s on the day requested will result in a \$40 missed UA fee and missing 2 or more UA’s may result in an OSC being filed. **THERE ARE NO MAKE UPS FOR UA TESTS.** You must test on the day requested or it is a miss. Do not ask if you can make it up. The answer is NO!!
- C&D’s has a call tree that gives you all the information you need. If you have questions the best way to get them answered is to appear in person at one of the offices. You may leave a VM through the call tree or send an email through the website. For clients who are out of state and are **APPROVED** to do phone probation you must call on the days posted on the calendar and between the times posted. These will be the only times available for phone probation. Phone probation is not probation by email. You will be given a specific phone number to call and that is the only number you may call for phone probation. If you fail to call on the specific dates listed on the calendar then you will miss your probation for the month and will be assessed a missed monthly fee.

I have read and understand the probation policies as explained above.

Client Signature

Date

C&D Supervised Probation Agreement

The Court has ordered compliance with the following probation conditions: (Your probation officer will discuss these with you at intake, do not fill out until your intake with a probation officer).

FINANCIAL CONDITIONS

_____ **FINE:** I agree to pay the Court ordered fine in the amount of \$ _____.

_____ **RESTITUTION:** I agree to pay \$ _____ in restitution.

_____ **PUBLIC DEFENDER FEE:** I agree to pay \$ _____ for my public defender fee.

_____ **OTHER:** _____.

_____ **TOTAL AMOUNT DUE:** \$ _____. I Agree to pay \$ _____ per month beginning _____.

PROBATION CONDITIONS

_____ **MONTHLY PROBATION FEE:** C&D Probation provides a service required by the Court. I understand that I am expected to pay a monthly probation fee at the time I appear for my probation visit. I have discussed the monthly probation fee and other associated fees while on probation and agree to pay them.

_____ **MONTHS OF PROBATION:** I have been ordered to complete _____ months of supervised probation and will report at least monthly or **as requested** by my probation officer.

_____ **NO FURTHER VIOLATIONS OF THE LAW:** Commit no further violations of the law other than minor traffic violations. (If I do, I must report it to C&D Probation immediately).

_____ **CONTACT INFORMATION:** Keep Probation and the Courts updated with my current address and phone number.

_____ **BODY FLUIDS TESTING:** Submit to & pay for Random Drug Screens, Urinalysis and/or Breathalyzer tests as needed or deemed necessary by probation. I will call the UA hotline daily, except Sunday or check facebook. If my color is called I will be told which offices are open and what times they are open. I will be given an information sheet concerning the UA testing process with my color. I must report the **same** day I am asked to provide a Urine test. Payment of the drug testing fee is required at the time I provide the UA. My failure to appear when my color has been called **WILL** result in a \$40 missed UA fee. Multiple times will result in an OSC being filed with the Court.

****DRUG TESTING HOTLINE** #385-777-2167 option 1 or check Facebook.**

_____ **ALCOHOL:** Do not use or possess alcoholic beverages or frequent places where alcohol is the chief item for sale.

_____ **CONTROLLED SUBSTANCES:** Do not use or possess controlled substances or be in the presence of those who use, possess or distribute controlled substances. Do not use prescription drugs without a valid prescription.

_____ **EMPLOYMENT:** Obtain and maintain lawful, verifiable, full time employment or attend school or a vocational program.

_____ **SEARCH CLAUSE:** Submit to search of residence, person, or vehicle to a probation officer or a police officer without a warrant if they have reasonable cause.

_____ **DRIVING/INSURANCE:** Drive with only a valid driver's license and insurance.

_____ **OTHER CONDITIONS:** Any other conditions deemed necessary by C&D Probation.

SPECIAL CONDITONS

_____ **COMMUNITY SERVICE:** Complete _____ hours of community service within _____ days or before _____. Provide valid documentation to Probation & the Court.

_____ **GED / DIPLOMA:** Obtain a high school diploma or GED. Provide documentation.

_____ **INPATIENT TREATMENT:** Complete inpatient treatment at _____ and complete aftercare as required.

_____ **ASSESSMENT / EVAL / TX:** Obtain and pay for a mental health, drug & alcohol, domestic violence or _____ evaluation within _____ days and complete and pay for any recommended treatment. Provide documentation of completion to Probation & the Court.

_____ **TX WITH AN ONGOING PROVIDER:** Continue / Complete therapy with _____.

_____ **EDUCATION CLASSES:** Complete and pay for (a) _____ educational class(es) and provide documentation of completion to Probation and the Court.

_____ **IGNITION INTERLOCK:** Install ignition interlock in all vehicles that I drive by (Date) _____.

_____ **NO CONTACT ORDER:** Have no contact with _____.

_____ **DNA TEST:** Obtain and pay for a DNA test and provide documentation to Probation and the Court.

_____ **PRESCRIPTIONS:** Obtain all prescriptions from only one doctor.

_____ **HOME CONFINEMENT / ELECTRONIC MONITORING:** Comply with the Conditions of home confinement as set forth by the Court, AMP Monitoring and C&D Probation, including paying all costs.

Days HC _____. Start Date: _____. Conditions: _____

_____ **OTHER:** _____.

I have discussed my probation conditions with a probation officer. I understand each condition of my probation and have placed my initials next to each condition indicating that I do understand and agree to comply with the specific probation condition. I also understand that failure to comply with each of these conditions may result in a violation of my probation and an Order to Show Cause being filed against me. I have developed a plan with a probation officer to successfully complete these conditions. Each month I will appear to go over my plan with a probation officer and determine if I'm in compliance with my probation conditions. My probation plan may change depending upon my circumstances, but I must always comply with every condition of my probation.

Probationer Signature

PRINTED NAME (LEGIBLY)

Date



C&D Court Services
Probation & Drug Testing
Main #385-777-2167
www.cdcourtservices.com

Random Urinalysis Testing

You must call the Random UA Testing Hotline Monday thru Saturday at:

(385) 777-2167 and press option 1

Or you can go to our Facebook page and receive daily updates

The hotline and Facebook update will tell you which colors have been called for the day and what times the C&D Offices are open that day for testing. You must appear the day your color is called or it is a missed test and will be considered a dirty.

YOUR COLOR IS : _____

Client Signature

Probation Agent Signature

Date