



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		
UA Hotline (call daily but Sunday available at 6:00am Mon-Sat) 385-777-2167 press #1 and listen to the entire message or check facebook daily.		
My UA (Drug Testing Color): _____		
My probation officer's name: _____		
My PO's email: _____		
C&D General email (checked daily): email@cdcourtservices.com		

**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	\$40.00 / \$45.00 / \$55.00 / \$80 (See explanation below)*
Missed monthly fee	\$100.00
Missed UA fee	\$40.00
Order to Show Cause (OSC) fee	\$100.00
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 \$40.00, 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. 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	\$30.00 (in addition to the monthly probation fee)
**Lab verification fee	\$35.00 (if you want GCMS testing done on your sample)

****This fee is in addition to the Drug Test Fee of \$30.00. 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 \$35 fee.**

**C&D Court Services is a service that helps you comply with your probation order. 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 may 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 or as requested. 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. When in doubt ask a question!
- 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 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 email your probation officer or send an email to the general email address. For clients who are out of state and are **APPROVED** to do phone probation you may 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.

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, facebook & the phone message will inform me 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

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 www.facebook.com/cdcourtservices , our Facebook page and receive updates available at 6:00am daily

1. The hotline and Facebook 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 same day your color is called or it is a missed test and will be considered a dirty. There are no make ups. A missed test may result in a \$40 missed fee or a probation violation. Several missed tests may result in an affidavit of non-compliance filed with the court.
2. If you cannot test at a C&D office the day your color is called, you may test at other outside locations. Some local agencies are First Med (along the Wasatch Front) or J.A.G. Exam in Ogden. You are responsible for all fees payable to any agency you choose to test with as well as getting the results sent to C&D. The best way to send UA results to C&D is by email. Email@cdcourtservices.com
3. C&D monitors UA testing for adulteration, dilution and any other abnormalities. If you attempt to falsify or have been caught falsifying a UA, your probation will be violated and / or you may be charged with new criminal charges. Falsifying a UA is bringing in someone else's urine or bringing in your own urine from a time you were clean and submitting it as your own urine from that day. Adulteration is using any substance internally, taking it into your body or attempting to add something to the urine to dilute it or change the results. A dilute UA is a sample that is below the normal creatinine level or higher than the normal creatinine levels. Urine creatinine test results are usually reported in mg/dL (milligrams per deciliter). The normal range is around **20 – 275 mg/dL in women and 20 – 320 mg/dL in men.**
4. Your probation officer and C&D support staff are the only persons who shall see your test results. If you have been referred by another agency, C&D will release your results to that agency only. C&D will not release any drug test results to any person without you signing a Release of information allowing C&D to do so. A Release of info is implied to the agency who referred you to do drug testing (if applicable).
5. Test results that are positive for drugs or illicit substances or alcohol will be discussed with your probation officer. You have the right to contest the result if you believe you should not have tested positive. To contest a positive test you must advise your probation officer that you wish to contest the result and it will be sent to a national lab for verification. There is a \$35 fee to have the test sent to the lab and you are responsible to pay that fee before the test will be sent to the lab. You have 10 days from the day you request the sample be sent to the lab to pay the \$35 fee. Failure to pay the fee within 10 days will result in the test being documented as a dirty test. If the test comes back from the national lab, positive then C&D will proceed with violating your probation and you will go back to court. This may result in jail time.
 - a. If you test positive and do not wish to contest the result and wish to admit that you used the substance in question, your probation officer may be able to resolve the matter with you internally without needing to go to court. Multiple positive tests will result in a probation violation.
 - b. If your test was sent to the national lab and comes back NEGATIVE then C&D shall amend the result on your record to reflect the negative result and no further action will be taken.
6. If you are unable to test due to some unforeseen circumstance it is your responsibility to send documentation to C&D at our general email address: email@cdcourtservices.com. (for example you are sick). We will need a doctors note or a positive test for Covid stating you are under quarantine. All other issues are addressed on an individual basis.
7. C&D follows the "Drug Court 15 minute Rule": This rule means when you enter the office and sign in you will have 15 minutes to produce a urine sample. If you cannot produce a sample within 15 minutes you may be asked to leave the office. If you return later you will be required to pay another \$30 UA fee. You waste our time

if you can't produce a sample so the additional fee is to compensate our time waiting for you. If you want to avoid this issue please come **READY TO PRODUCE** a urine sample when you check-in. The 15 minute rule also means that you must be inside the office 15 minutes prior to the office closing time. The reason for this is that you have 15 minutes to produce a sample so it makes sense that you must be in the office 15 minutes before closing time. Office doors will lock 15 minutes prior to closing. For example if an office closes at 6:00pm you must be in the office by 5:45 or you will **NOT** be allowed to enter. Please make arrangements to get to an office on time. This is why we encourage you to check the UA hotline or facebook early in the day so you can prepare to be at the office in plenty of time.

Client Signature

Date