



C&D Court Services

Client Information Form

Please fill out this form to the best of your knowledge

Name:		Date:
Address: (list physical address, no PO boxes)		Apt #
City:	State:	Zip Code:
Home Phone:()	Cell: ()	
SSN:	DOB:	Age:
Employment Information:		
Employer:		Phone:
Address:	City:	Zip:
School Information: (if applicable)		
School Attending:		
School schedule:		
Probation Officer Notes:		

C&D Court Services
Cost of Services Agreement

We accept Debit & Credit Cards. Fees below reflect a cash discount.

<u>Service</u>	<u>Fee</u>
Initial intake fee	\$50.00
Monthly supervision fee	\$30.00 / \$40.00 (See explanation below)*
Certified Letter fee	\$7.00
Interlock Device	Service is referred to an outside provider
Electronic Monitoring (GPS)	\$Varies per day / has a separate agreement
Order to show cause fee	\$75.00 (if needed)
Drug/Alcohol & DV Assessments	\$80.00 (pay in advance)
Presentence Reports	\$100.00 (pay in advance)

Body Fluids Testing:

10-panel UA (tests 10 drugs)	\$15.00
5-panel UA (tests 5 drugs)	\$10.00
ETG Urine alcohol test	\$30.00 (Test needs to be sent to the lab)
**Lab verification fee	\$25.00

*C&D Reserves the right to determine which days will be \$40 reporting days and which are \$30 reporting days. Generally, the last few reporting days of the month are \$40 and the earlier days are \$30.

**This fee is in addition to the 10 panel or 5 panel UA fee. This only applies if you contest a positive UA and request that it be sent to the lab for verification. C&D will send it if we believe you are positive for drugs and are denying it. It will be assessed to your account if we send it to the lab whether you request it be sent or whether we send it. (Not applicable to the ETG test.)

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

I have read and explained the fees to the client and have given him/her the opportunity to ask questions and have resolved any questions they have had at the time of intake.

C&D Representative

Date

C&D Court Services "Probation agreement"

By reading and signing below I am agreeing to comply with my probation plan with C&D probation.

1. I agree to meet with C&D Court Services staff at least one time every month or as requested to discuss my probation plan developed at the time of my intake or to complete drug testing. If I fail to appear at least one time each month in person or fail to appear to do a random UA, I understand this will be reported to the Court as a violation of my probation and I may receive consequences for failing to appear for my monthly visit or failing to comply with drug testing. I will discuss my probation conditions at least monthly with my probation officer. Failure to comply with my probation conditions will result in my probation being violated. If I miss a month I will be charged a \$75.00 missed monthly in addition to the regular reporting fee.
2. 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 for each additional Court that receives a report.
3. C&D Court Services will have several dates available for me to report for my monthly probation visit. Weeknights and some days will be available for me to attend. C&D also has different locations where I may attend including, North Salt Lake, Ogden, and Park City. If I report the last day of the month I can expect a long wait. Come early in the month to avoid a long wait.
4. I understand that during my intake I will go over my probation conditions with my probation officer. These conditions were ordered by the Judge at my sentencing and are non-negotiable. They are specific to my case. I will understand what I need to do to comply with my probation before I leave my intake. Each month I will review my probation plan with my probation officer to report my progress.
5. I understand that if C&D Court Services has to file an Order to Show Cause against me for failure to comply with any of my probation conditions, my account will be assessed a \$75.00 order to show cause filing fee.
6. I must keep my probation officer informed if I leave town. Leaving town includes in-state and out of state travel. I could be called at anytime to do random drug testing and if I am out of town and fail to appear for my test without notifying my probation officer that I would be out of town it will be counted as a failure to appear and my probation will be violated.
7. 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. My account will be assessed a \$7.00 fee if served by certified mail. If served in person or a constable the fee could vary. 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 them 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. I also agree not to leave the state without permission from my probation officer. **Failure to pick up any mail is not an excuse that you did not get served. If we receive a returned certified letter and you miss your Court date a warrant will be issued for your arrest.**

I have read and agree with the probation policies and fees as explained above. I agree to comply with my probation conditions as ordered by the Court.

Client Signature

Date

C&D Court Services Staff

Date