

**INSTRUCTIONS FOR COMPLETING AND SUBMITTING
MONTHLY SUPERVISION REPORTS**

1. The monthly supervision report must be received in the U.S. Probation Office by the fifth (5th) of each month with no exception. Therefore, it is imperative that you complete the report by the first (1st) or second (2nd) day of the month.
2. Each space or choice must be completed leaving no empty fields. If a section is not applicable to you place N/A. Take your time and be careful not to leave any empty or unanswered space.
3. After being on supervision for a while it will be very tempting to fill in the blanks with "same as last month". This is not acceptable. No matter how long you are on supervision each and every area must always be completed.
4. At the top right side of the report you will see that the first blank space inquires which month the report encompasses. For example, if you are completing your report on June 1, then the monthly supervision report you are completing is for the month of May. The report is to account for what took place in your life the previous month.
5. Part A. This section is self explanatory. Please note if you have a new address, you are required to attach a copy of your lease/purchase agreement. If you move in with someone who has already received a lease/purchase agreement in their name, if possible attach a copy of it.
6. Part B. If you are unemployed, place N/A in these blanks. If you changed, quit or were terminated from a job, there is a space to explain the circumstances.
7. Part C. This section requires that you provide any and all vehicles listed in your name. You must also list any vehicles which you may drive which belong to someone else. It is very important to list all vehicles located at your residence.
8. Part D. This section requires that you attach proof of your earnings which includes any type of state aide or social security earnings. Copies of check stubs or of the actual check are permitted. Please note that you must also list any other income which includes income earned by your spouse. Further, you must provide information regarding checking and/or savings accounts including the present balance and the bank name with account number.

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9. Part E. This area requires careful reading. Remember to complete each section in its entirety. Do not leave any area blank. Please note, if you incurred any new criminal activity, attach copies of law enforcement and/or any court documents.
10. Please make sure that you sign the monthly supervision report and date.
11. If your monthly supervision report is not completed in its entirety as instructed, it will be returned to you for further completion.
12. It is against the law to provide false information on the monthly supervision report. The following warning is located on the second page following Part E:

**WARNING: ANY FALSE STATEMENTS MAY RESULT IN
REVOCAION OF PROBATION, SUPERVISED RELEASE OR
PAROLE, IN ADDITION TO 5 YEARS IMPRISONMENT, A
\$250,000 FINE OR BOTH. (18 U.S.C. § 1001)**

I have read or had read to me the above information. The details have been discussed with me and I acknowledge that I have been provided a copy.

Offender

U.S. Probation Officer

Date

Date