

## **Instructions for Written Monthly Reports**

- ▶ Written Monthly Report forms are due by the 3<sup>rd</sup> day of the month and are considered delinquent if not received by the 10<sup>th</sup> of the month.
- ▶ The reports are to be completed in ink, signed and dated. It is suggested that you complete the report on the last day of the month for that month and mail it to your assigned probation officer. For example, the Written Monthly report for the month of June is due to your probation officer by the 3<sup>rd</sup> of July.
- ▶ Each box is to be filled out completely. If something does not apply to you either put N/A (Not applicable) or put a line through the box. Both sides of the form are to be completed. Incomplete Monthly Reports will be returned to you.
- ▶ Standard conditions of supervision require that you answer truthfully all inquiries by the probation officer and follow the instructions of the probation officer. They also provide for the submission of Monthly Reports and reporting as directed. Failure to comply with the conditions can result in a violation action being initiated.
- ▶ Please note that there are provisions to prosecute anyone making false statements on the Written Monthly Reports forms under Title 18 U.S.C. § 1001.
- ▶ Any questions regarding procedures for completing or submitting Written Monthly Reports should be discussed with your probation officer.