

50th DISTRICT COURT  
70 N. Saginaw, Pontiac, Michigan 48342  
Phone: 248-758-3811; fax 248-451-2696

## PROBATION DEPARTMENT INFORMATION & REPORTING INSTRUCTIONS

You have been sentenced to serve a term of probation at the 50th District Court. Any changes to your address, phone number, email or employment must be reported to your probation officer within 24 hours of the change at (248) 758-3808 or by e-mail at [rreed@pontiac.mi.us](mailto:rreed@pontiac.mi.us) or [lvandekerckhove@pontiac.mi.us](mailto:lvandekerckhove@pontiac.mi.us). The following conditions apply to ALL probationers:

- **No new criminal offenses or similar activity.** Any arrest/complaint for a criminal act, misdemeanor or felony, will result in a **Request and Summons for Probation Violation (MC 246)**. A **Request and Warrant for Probation Violation MC 246a** will be completed if the following occurs: You present an immediate danger to self, another person or the public; you left court-ordered inpatient treatment without court's or treatment facility's permission; and/or a summons for probation violation was issued and the probationer failed to appear
- **Most probation report dates are scheduled via the Zoom Court app.** Arriving in the Zoom meeting room more than five minutes late to your scheduled appointment is considered a "no show" for the month. Your probation officer will allow one re-scheduled appointment during the entire term of your probation. You will receive the appointment by mail. Subsequent failures to report will result in a **Request and Summons for Probation Violation (MC 246)**. Absconding from probation for a period of 60 days or more constitutes a non-technical probation violation, which allows for a term of incarceration. Appointments cannot be re-scheduled by phone. If you have a medical emergency or death in the family, you must provide documentation within 30 days or your failure to report is documented as a "no show".
- **FINES, COSTS AND FEES:** Fines, costs and fees assessed by the judge at your sentence hearing, per Michigan Court Rule 1.110, must be paid at the time of assessment. Payment plans must be authorized with judicial approval and require a minimum of \$50.00 to be paid on the date of sentence. Failure to comply with a payment plan may result in further court proceedings, wage assignment and/or income withholding. Questions regarding collections or payment plans should be directed to your Probation Officer.
- **PERMISSION TO LEAVE THE STATE/COUNTRY:** You must submit a travel request 7 days prior to the travel date requested. You must be compliant with all terms of probation to be considered. Travel outside of the continental United States requires approval by your sentencing judge and does not guarantee your entry into any other country.

**EARLY DISCHARGE:** If your criminal offense is eligible, you have completed ½ of the original probation period, there have been no violations in the preceding three months and all required programming is completed, you may submit a Request for Early Discharge (MC -512 form).

**PROBATION VIOLATION:** Non-compliance with any of the following will require your acknowledgement of a technical violation and/or a probation violation hearing: *failure to refrain from use or possession of alcohol or unlawful drugs; failure to report for probation appointments; failure to attend and/or complete any classes, meetings or treatment as ordered by the judge; missed, late, altered or positive drug/alcohol screens; and/or failure to set up a payment plan and pay fines, costs and fees by the end date of your probation and/or payment plan.*

*I agree to allow my intimate partner/victim access to my progress, violations and court hearings. I acknowledge the "PROBATION DEPARTMENT INFORMATION & REPORTING INSTRUCTIONS".*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_