

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

PROBATION DEPARTMENT INFORMATION & REPORTING INSTRUCTIONS

You are sentenced to serve a term of probation at the 50th District Court. You are expected to adhere to the conditions of probation. The following conditions apply to ALL probationers:

- **No new criminal offenses.** Any arrest/ticket for a criminal act, misdemeanor or felony, will result in a violation of probation regardless if convicted.
- **You are required to report to the Probation Department on your scheduled date/time.** Please arrive early if possible and do not bring children with you. If you are more than five minutes late to your scheduled appointment, you will be considered a “no show” for the month. Your probation officer will allow one re-scheduled appointment during the entire term of your probation.
- **Appropriate attire is required at all times** within the courthouse. Probationers who report inappropriately dressed may be sent home and given a re-scheduled appointment date and time. Inappropriate attire includes: clothing that displays an excessive amount of skin, gang-related clothing, sagging pants, crop-tops, cut-offs and mini-skirts.
- **You will not be permitted to report while under the influence of alcohol or other drugs.** If you report with the smell of alcohol or appear to be under the influence of alcohol or drugs, you may be required to submit to an immediate alcohol or drug screening and the results will be forwarded to the sentencing judge.

FAILURE TO REPORT: Appointments will not be re-scheduled over the phone. If you have an emergency, you must provide documentation within 30 days or your failure to report will be considered a violation of probation.

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 may be authorized, as deemed necessary, with judicial approval. 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 the collections specialist at (248) 758-3806.

PERMISSION TO LEAVE THE STATE/COUNTRY: Permission to leave the state or country should be made at least one week prior to the travel date requested. You must fill out the Travel Request form and 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.

ADDRESS/EMPLOYMENT CHANGE: Any changes to your address or employment must be reported to your probation officer within 24 hours of the change via e-mail at scarr@pontiac.mi.us

PROBATION VIOLATIONS: The following may result in a warrant/summons for a probation violation: 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 drug/alcohol screens; and failure to pay fines, costs and fees by the due date or according to a scheduled payment plan.

I have read and understand the “PROBATION DEPARTMENT INFORMATION & REPORTING INSTRUCTIONS”.

Signed: _____

Date: _____