

ORIENTATION TO SUPERVISION



UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF MISSOURI

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The purpose of this Orientation Manual is to convey clearly the definitions, procedures, and requirements which constitute Supervised Release, Probation, and Parole.

If this manual is being read to you because you are unable to read it or fully comprehend all of the language that is used, your Probation Officer may be able to refer you for further reading, writing, and/or other training.

We hope you have a successful and productive supervision experience.

SUPERVISION ORIENTATION HANDBOOK

INTRODUCTION

As part of your sentence, you will be supervised in the community by a United States Probation Officer. Your supervision may be either Probation, Supervised Release, or Parole. In any event, the conditions will be essentially the same. The purpose of supervision is to enforce compliance with the conditions of release, to protect the public by minimizing risk, to provide services to you, and to assist you in maintaining a law-abiding lifestyle. United States Probation Officers serve as Officers of the Court and as agents of the U.S. Parole Commission. They are responsible for the Supervision of all persons who are conditionally released to the community by the Courts, the Parole Commission, the Federal Bureau of Prisons, and Military Authorities. **Their supervision mission is to execute the sentence, control risk, and to promote law-abiding behavior.**

To accomplish these objectives, the Probation Officer assigned to you has the following responsibilities:

- * To instruct you as to the conditions specified by the Court or the Parole Commission.
- * To keep informed as to your compliance with the conditions of your supervision.
- * To keep informed as to your conduct and to report your conduct and status to the sentencing Court or Parole Commission.
- * To use all suitable methods consistent with the conditions specified by the Court or Parole Commission and to bring about improvements in your conduct and your situation.
- * To assess the level of risk you may pose to the community and establish a Supervision Plan in order to minimize your risk to the community.
- * To utilize Risk Control Supervision activities such as, but not limited to, verification of employment, sources of income, investigation of your financial situation, monitoring of your associations, conducting of record checks, placing restrictions on your travel, and testing you for the use of drugs and alcohol.
- * To request modification of the conditions of supervision in order to reduce risk, if necessary. Such modifications may include electronic monitoring, halfway house placement, or participation in treatment.
- * To systematically review your conduct and your situation and revise your Supervision Plan in accordance with the changes in your level of risk to the community.

- * To assess the problems you may be experiencing that are likely to be associated with future criminal conduct such as unemployment, drug problems, alcohol problems, mental health issues, financial problems, lack of residence, family problems, and to develop a plan to address these problems.

- * To refer you to the community resources which will assist you in dealing with these problems.

MANDATORY CONDITIONS OF SUPERVISION

The purpose of this Orientation Manual is to explain thoroughly the conditions, the purpose for each condition, and what is required of you to be in compliance with each condition. Your Probation Officer will prepare and instruct you on your specific conditions. These possibly will include the special conditions covered in this manual. You will receive a copy of these conditions at which time it is imperative that you ask your Probation Officer to clarify any issues or questions concerning your release. The conditions may vary because of the type of supervision and/or the year you were sentenced. The list below will cover any condition for Probation, Parole, and Supervised Release as long as it is not a special condition. Take the time to compare your conditions with the following list and again, ask your Probation Officers for any necessary clarification.

1. YOU SHALL NOT COMMIT ANOTHER FEDERAL, STATE, OR LOCAL CRIME DURING THE PERIOD OF SUPERVISION.

If you are involved in any type of criminal activity, whether or not charged, you pose a significant risk to the community. Any serious violation of the law is immediately reported to the Court. Based on the seriousness of the offense and the risk you pose to the community, a recommendation may be made to the Court to proceed with a violation hearing prior to a conviction.

The Probation Officer monitors this condition through contact with local law enforcement officials, periodic criminal record checks, and other means available. An arrest in itself may constitute a violation of this condition.

2. YOU SHALL NOT POSSESS ILLEGAL CONTROLLED SUBSTANCES AND YOU SHALL NOT POSSESS A FIREARM OR OTHER DANGEROUS WEAPON.

Your possession of controlled substances or weapons poses a significant risk to the community.

Possession of a firearm is defined as your ability to have access to a firearm. If you live with someone who has a firearm and you have access to it, you are considered to be in possession and in violation of this condition.

Federal law forbids persons with a felony conviction or discharge from the armed forces under dishonorable conditions to possess firearms, ammunition, or explosives. Violation of these laws is a violation of probation, parole, and supervised release, and could result in an additional term of imprisonment for that violation.

Additionally, you should be aware that Title 18, United States Code, Sections 3565(b) and 3583(g), provide that supervision must be revoked if a person on probation or supervised release is in possession of a firearm. This includes misdemeanors, thus anyone under federal supervision (felony or misdemeanor) is prohibited from possession or having access to firearms.

Questions relative to the restoration of the right to possess or own firearms should be directed to the St. Louis Bureau of Alcohol, Tobacco and Firearms. Without a waiver from the Bureau of Alcohol,

Tobacco and Firearm, **convicted felons may never possess a firearm without being in violation of the law, even if the firearm is not registered to them.**

Such items as hunting knives, bows, arrows, starter pistols, replica firearms and weapons used in martial arts are considered dangerous weapons, and are generally not permissible. You need to advise your Probation Officer if you have any of these items. Depending on your criminal history, adjustment, etc., permission may be sought for exceptions. If your work requires such items and you have any questions, immediately inform your Probation Officer of the item and request his/her permission for its use.

Any use of illicit substances while under supervision in this district will not be tolerated and may result in revocation proceedings. The Anti-Drug Abuse Act of 1988 requires revocation if an offender is found by the Court or the U.S. Parole Commission to be in possession of a controlled substance.

It is imperative that you understand that your Probation Officer has the right to confiscate any contraband located on your person, or in your car, or residence. The contraband can then be turned over to authorities for criminal proceedings and/or a violation hearing.

3. **THE DEFENDANT SHALL REFRAIN FROM ANY UNLAWFUL USE OF CONTROLLED SUBSTANCES. THE DEFENDANT SHALL SUBMIT TO ONE DRUG TEST WITHIN 15 DAYS OF RELEASE ON PROBATION OR SUPERVISED RELEASE, AND AT LEAST TWO PERIODIC DRUG TESTS THEREAFTER, AS DIRECTED BY THE PROBATION OFFICER.**

This applies to offenses committed after September 13, 1994.

This does not necessarily apply for cases with a special condition for substance abuse testing. These cases may mandate increased testing or other Court-ordered treatment. Your Probation Officer may instruct you to participate in random drug testing.

STANDARD CONDITIONS OF SUPERVISION

1. **YOU SHALL NOT LEAVE THE EASTERN DISTRICT OF MISSOURI WITHOUT THE PERMISSION OF THE COURT OR THE PROBATION OFFICER.**

It is your responsibility to keep the probation office apprised of your whereabouts at all times. You may not leave the Eastern District of Missouri without specific permission from the Probation Officer. Any travel outside the district requires advance written permission. A map of the Eastern District of Missouri is attached in appendix A. Unless otherwise instructed by your Probation Officer, you may travel within the counties in the unshaded portion of the map without special permission. However, overnight travel exceeding two nights should be reported to your Probation Officer. All other travel requests within the continental United States should be made at least two weeks in advance. There are travel restrictions in certain areas of the United States. Therefore, it is suggested that any travel should be discussed well in advance with your Probation Officer. It should be noted that the Illinois

Department of Revenue has prohibited convicted felons from participating in the gambling river boat cruises.

Travel may be denied at the discretion of your Probation Officer. Among the reasons to deny are the following:

- a. Your conviction or past criminal behavior involved extensive travel.
- b. You are not current on fine, restitution payments, or community service hours.
- c. You are not in compliance with all conditions of Supervision.
- d. The Probation Officer is unable to verify your travel.
- e. Your travel would interfere with Court-ordered treatment.
- f. The district you plan to travel to has certain restrictions which prohibit you from traveling.
- g. Your travel presents a risk to a third party.
- h. Your Probation Officer feels that your travel may jeopardize compliance with your conditions.
- I. You have pending criminal charges.
- j. You are residing in a community corrections center.

In the event you plan to travel, you must submit a travel request form. This form must be submitted to your Probation Officer two weeks in advance. Requests submitted less than two weeks in advance will not be considered unless it is an emergency. Please note, all travel information will be verified. A travel request form can be secured from your Probation Officer or the receptionist. If a travel request is approved, you will receive a travel letter which must be maintained and immediately accessible for the duration of the travel. A copy of the travel letter can be found in Appendix A.

Any international travel must be approved by the Court or by the U.S. Parole Commission. Approval from the country to which you wish to travel may also be required. The request must be submitted at least six weeks in advance. Exceptions may be made for emergencies, such as serious family illness or death. These situations will be evaluated on a case by case basis and extensive communication with your Probation Officer will be necessary.

You will generally not be allowed to travel outside of the district during the first 60 days of supervision.

Should travel be approved, you are required to contact your Probation Officer or the Probation Office within 24 hours of your return. You may be required to report to the U.S. Probation Office in the district to which you are traveling.

2. YOU SHALL REPORT TO THE PROBATION OFFICER AS DIRECTED BY THE COURT OR PROBATION OFFICER AND SHALL SUBMIT A TRUTHFUL AND COMPLETE REPORT WITHIN THE FIRST FIVE DAYS OF EACH MONTH.

In order to maintain knowledge of your current status and situation, your Probation Officer will meet with you periodically. The frequency that you are seen by your Probation Officer is based on your risk to the community, your compliance with all of the conditions of supervision, and the types of problems you may be experiencing.

You must report to your Probation Officer as directed and you must permit your Probation Officer to contact you at your residence or elsewhere with or without an appointment.

Report as directed means that you must keep appointments with your Probation Officer, and you must make yourself available for meetings with your Probation Officer.

On a yearly basis, you may be required to submit copies of State and Federal Income Tax Returns, both personal and corporate, if applicable, to your Probation Officer.

You may also be required to provide other documentation during meetings with your Probation Officer. These include, but are not limited to, bank statements, copies of bills, copies of legal documents (e.g.: bankruptcy, discharge, law suit, etc.), copies of checks, Court registries, and statements of earnings.

The Probation Officer must verify your source of income and its legitimacy and therefore; will request that you attach a copy of your earnings statements for the month. This office will try to avoid, if possible, direct contact with employers; but be advised, your case, conditions, or circumstances may demand contact in lieu of, or in addition to, documentation.

You must also provide written monthly documentation of your status in the form of a written Monthly Supervision Report. It is imperative that you are detailed and concise in this report. Do not hesitate to include other correspondence or written communication to your Probation Officer with this report if you are unable to convey the information using the document provided.

This report must be submitted on or between the first and the fifth of each month (first and third day for parole cases). Failure to do so is a violation of your Supervision. It may result in revocation of your mailing privileges and require that you hand deliver the report to the office each month. Multiple instances of noncompliance may result in Court action.

All spaces must be completed even if the information does not apply to you. All information must be accurate and truthful. Your Probation Officer will closely review these reports.

A Sample Report is included in Appendix B for your reference.

You must sign the report acknowledging that the information is complete, correct and truthful. A photocopy of the report is not acceptable. Inclusion of information on the written monthly report

does not release you of the responsibility of reporting information verbally, such as a arrest, as required.

Place your Probation Officer's initials at the top right-hand corner of the report.

You must attach your statement of earnings to the report each month along with any additional documentation that the report or the Probation Officer asks for, such as copies of tickets, summons, or other Court documents.

WARNING: Providing false information on the Monthly Supervision Report could result in revocation of your supervision and the possibility of an Indictment for False Statements, which could lead to a new conviction.

3. **YOU SHALL ANSWER TRUTHFULLY ALL INQUIRIES BY THE PROBATION OFFICER AND FOLLOW THE INSTRUCTIONS OF THE PROBATION OFFICER.**

The Probation Officer is responsible for maintaining a thorough knowledge of your current status and situation. For this reason, you will be asked about many aspects of your life. You are required to answer these inquiries truthfully.

The Probation Officer will also verify the information you provide through outside sources such as family, employers, etc.

It is important to understand that this is a broad and comprehensive condition. Your Probation Officer may instruct you on a variety of issues. These instructions would be for your welfare and related to the compliance with your conditions.

4. **YOU SHALL SUPPORT YOUR DEPENDENTS AND MEET OTHER FAMILY RESPONSIBILITIES.**

The Probation Officer will periodically meet with family members or significant others to verify that you are meeting your family responsibilities.

During the first sixty days, your Probation Officer may meet with family members or significant others to explain how the supervision process will impact them. This will include the impact on family lifestyles, restrictions on travel, firearms in the home, and an explanation of enhanced penalties so that they are aware of the consequences of your noncompliance.

If you have been ordered to pay child support, your Probation Officer will require that you provide verification each month that you made the payment. Attach a copy of your child support payment to the Monthly Supervision Report.

The Probation Officer will periodically inquire about your finances in order to verify that you are meeting your family responsibilities and to verify that you are living within your means.

5. YOU SHALL WORK REGULARLY AT A LAWFUL OCCUPATION UNLESS EXCUSED BY YOUR PROBATION OFFICER FOR SCHOOLING, TRAINING, OR OTHER ACCEPTABLE REASONS.

A lawful occupation should include payment by check, deductions for Federal and State taxes, and deductions for Social Security taxes, if appropriate. In many cases, it will not be acceptable to receive cash payments for employment. Be advised that if you are self employed, you are required to file a quarterly Statement of Earnings and submit payments to the Internal Revenue Service.

The Probation Officer may periodically contact you at your place of employment in order to verify employment or facilitate your schedule for contacts. These contacts should not interfere with your employment.

Self employment is allowed only on an individually approved basis. At a minimum, the following criteria must be met, depending on the individual's situation:

- a. It has been verified that the business is legitimate.
- b. The business has been properly licensed, registered, incorporated, etc., if applicable.
- c. The business has the required insurance, i.e. Workman's Compensation.
- d. The Probation Officer is allowed to periodically review the business records, including all financial records.
- e. All taxes are being paid and verification is being provided.
- f. The Probation Officer is given the following information:
 - 1) Name, address, and telephone numbers of all corporate officers.
 - 2) Federal Employer Identification Number.
 - 3) Name and address of all business bank accounts and account numbers.
 - 4) Additional material as requested.

6. YOU SHALL NOTIFY YOUR PROBATION OFFICER TEN DAYS PRIOR TO ANY CHANGE IN RESIDENCE OR EMPLOYMENT.

The Probation Officer may verify the reason for termination of employment.

Any job changes should be discussed with your Probation Officer prior to making the change. You should not quit your job unless you have been offered another job.

If you become unemployed, you will be required to seek employment immediately and keep track of your progress. Your Probation Officer may supply you with a form in order to maintain contacts, and this will be returned with your Monthly Supervision Report.

Your Probation Officer can assist you with job leads and referrals.

One of the most important factors to successful completion of supervision is your employment. Individuals who work consistent, full time jobs tend to adjust to and complete their supervision.

7. YOU SHALL REFRAIN FROM EXCESSIVE USE OF ALCOHOL.

If you have a history of drug or alcohol abuse, you may be required to abstain from alcohol completely.

Excessive use of alcohol refers to any use of alcohol that adversely affects your employment, your relationships, or your ability to comply with the conditions of supervision. This includes the use of alcohol which results in the violation of any Local, State, or Federal laws including disorderly conduct, public intoxication and/or driving under the influence. If you are unable to function to the satisfaction of your Probation Officer because of alcohol use, this constitutes a violation of the condition.

The Probation Officer may instruct you to submit to urinalysis testing and/or breathalyser testing at any time. If you are on supervision and do not have a condition to be drug and/or alcohol tested, your Probation Officer may also instruct you to participate in testing. Refusal to participate may dictate a modification of your supervision. This can be accomplished either by voluntary or Court-ordered action.

If the Probation Officer has evidence that you are relapsing, developing problems with drugs or alcohol, or that you have had a history of problems, the Probation Officer may petition the Court or Parole Commission for a modification of your conditions. Your Probation Officer can provide you with the resources needed to address these problems. Communicate any developing or relapse issues to your Probation Officer before the abuse progresses.

Additionally, no narcotic substances or paraphernalia, unless prescribed by a physician, should be taken or possessed by any person under supervision, including the medications of friends or family members. The use of non-prescribed medication which results in a positive urinalysis will result in notification to the District Court or the Parole Commission for further action. Supply your Probation Officer with information on all of the prescription medications that you take. Be advised that the prescriber of the medication may be contacted for verification and/or clarification of need.

8. YOU SHALL NOT FREQUENT PLACES WHERE CONTROLLED SUBSTANCES ARE ILLEGALLY SOLD, DISTRIBUTED, OR ADMINISTERED, OR OTHER PLACES SPECIFIED BY THE COURT OR PAROLE COMMISSION.

In order to maintain a law-abiding lifestyle, you will have to stay away from places and situations where illegal activity is going on. This means that you should use good judgment and common sense about the places you frequent.

9. **YOU SHALL NOT ASSOCIATE WITH ANY PERSONS ENGAGED IN CRIMINAL ACTIVITY AND SHALL NOT ASSOCIATE WITH ANY PERSON CONVICTED OF A FELONY UNLESS GRANTED PERMISSION TO DO SO BY THE PROBATION OFFICER.**

Association is defined as any planned, prolonged, or repeated, personal, telephonic, or written contact with a person having a felony record, or engaging in criminal activity, and/or if you had knowledge of, or should have had knowledge of his, or her felony conviction or the criminal activity in which they were engaged during the times of your association. Incidental contact is not considered association. In the event you have casual contact with a person having a felony record, you will have to report this on your Monthly Supervision Report. If you are sought out or specifically approached by a known felon, immediately contact your Probation Officer.

Incidental contact on a job site is not considered criminal association.

Association with any convicted family member, must also be approved by the Probation Officer.

Permission for criminal association cannot be after the fact. You must have permission prior to the association. This permission will only be granted in exceptional situations.

10. **YOU SHALL PERMIT THE PROBATION OFFICER TO CONTACT YOU AT ANY TIME AT HOME OR ELSEWHERE AND SHALL PERMIT CONFISCATION OF ANY CONTRABAND OBSERVED IN PLAIN VIEW BY THE PROBATION OFFICER.**

The Probation Officer will make unannounced contacts at your home, place of employment, or elsewhere on a periodic basis. These contacts can take place at any time and may occur on weekends, evenings, or holidays. Failure to cooperate is a violation of your Supervision. Contraband includes controlled substances, weapons, stolen items, or other illegal material.

11. **YOU SHALL NOTIFY THE PROBATION OFFICER WITHIN 72 HOURS OF BEING ARRESTED OR CONTACTED BY A LAW ENFORCEMENT OFFICER.**

All contact with law enforcement must be reported. This includes traffic citations, criminal or civil arrests, and questioning by any law enforcement officials regarding your own activities or that of others.

You will be required to submit documentation such as copies of summons, bond papers, tickets, copies of complaints, information, or indictments, as well as copies of dispositions of any legal matters.

12. **YOU SHALL NOT ENTER INTO ANY AGREEMENT TO ACT AS AN INFORMER OR A SPECIAL AGENT OF A LAW ENFORCEMENT AGENCY WITHOUT PERMISSION OF THE COURT OR PAROLE COMMISSION.**

Permission is rarely granted because of the precarious position you might place yourself in and the risk factors involved. In the event that you are approached by law enforcement, immediately notify your Probation Officer.

13. **AS DIRECTED BY THE PROBATION OFFICER, YOU SHALL NOTIFY THIRD PARTIES OF RISKS THAT MAY BE OCCASIONED BY YOUR CRIMINAL RECORD, PERSONAL HISTORY, OR CHARACTERISTICS AND SHALL PERMIT THE PROBATION OFFICER TO MAKE SUCH NOTIFICATION AND TO CONFIRM YOUR COMPLIANCE WITH SUCH NOTIFICATION REQUIREMENT.**

The Probation Officer is responsible for constantly assessing the level of risk that you may present to the community and establishing a Supervision Plan to address the risk.

Third-party risk refers to any reasonable connection which may exist between the nature of the offense, any previous criminal conduct or any other background information and any employment or other activity where there would be reasonable risk of personal or financial harm to an identifiable third party or particular group of people.

You will be required to promptly disclose your conviction or convictions, giving rise to the third-party risk, and also the fact that you are on Supervision. Your Probation Officer will notify third parties in some situations.

The Probation Officer will then verify that the disclosure has been made. Frequently, third party risk involves employment. Notify your Probation Officer of a current or future employer to ensure that third party risk can be addressed.

SPECIAL CONDITIONS**1. AS A CONDITION OF SUPERVISION, THE COURT MAY ORDER A FINE AND/OR RESTITUTION.**

The Court may impose a fine as part of your punishment. This means that you may have to make certain sacrifices financially in order to pay the fine.

The Court may order a special assessment and/or a fine that is due immediately.

Your judgment will specify the type and amount of the fines and special assessment to be paid. The order may also determine a payment schedule for all or part of the money ordered.

The Court may order monthly installment payments. If the Court has not ordered specific installment payments, the Probation Officer will determine the payment schedule with the Court's permission and approval. This schedule does not supersede nor does it excuse you from your Court ordered amounts. It is a discretionary authority your Probation Officer has to assist you in meeting the requirements of your conditions. You may satisfy your Court ordered obligations in full at any time.

The monthly installment payments are determined by your ability to make payments. Your Probation Officer will require that you provide copies of all expenses and any income that your spouse or significant other contributes to your necessary expenses. The Probation Officer shall then determine a payment schedule based on your income and necessary expenses.

The payment schedule will be determined by the difference between your necessary expenses and your income, allowing for emergency and unexpected expenses.

Expenses must be reasonable for your income, size of family, and the geographical area in which you live. Recreation, vacation, travel, luxury items, and items of comfort may not be permitted so you can satisfy your fine or restitution.

You may be required to disclose all of your financial dealings to your Probation Officer. You will be required to provide your Probation Officer with all financial records as requested. You may be required to sign a Confidential Release Form that will allow the Probation Officer access to credit reports, bank records, and other financial documentation. If you have monetary amounts that are ordered by the Court and are not being satisfied, you will periodically be required to submit a Financial Disclosure Form (Form 48A) and a Perjury Form. A copy of these forms are available in Appendix C.

Periodically, you may be required to resubmit the Financial Disclosure Form (Form 48A) with documentation of all of your expenses. The Probation Officer will determine your income and your necessary expenses and then determine what your ability to pay will be for the next six months. If your financial situation allows it, you may increase your payment any time.

Federal Law provides that any payment overdue more than 30 days is delinquent and requires that an additional 10 percent be charged on all delinquent payments. All payments overdue for 120 days are in default and require an additional 15 percent penalty be assessed on all payments in default. Additionally, once a payment is in default, the entire amount of the fine plus any interest and penalty are due within 30 days.

The payment schedule is closely monitored and failure to make payments may result in a hearing before the Court or Parole Commission.

Restitution for actual damages caused by the offense or conviction may also be imposed as a condition of your Supervision. The procedure is the same for restitution and/or a fine.

If you owe the Court any monetary amount, a Tax Lien Offset Notice may be submitted to the Internal Revenue Service and your refund, if applicable, will be garnished. This procedure may take place even if you are current on your payments. In addition, your wages may be garnished, property attached or several other permissible enforcement/collection remedies may be utilized if payments become in default.

The law requires that interest be computed on all fines in excess of \$2500.00 if the offense occurred on or after December 11, 1987. Interest begins accruing on the 15th business day after imposition of the fine. Interest on a fine is computed daily from the first day the offender is liable for interest. The interest rate is based on Treasury Bill rates. The U.S. Attorney, specifically the Financial Litigation Unit, makes those computations. Interest applies to all fines in excess of \$2500.00 unless:

- 1) The Court waives same, or
- 2) The obligation is paid in full within 15 days after it is imposed.

NOTE: If your offense(s) of conviction was committed between January 1, 1985 and October 31, 1987, interest is due on delayed or installment payments (1.5% per month/18% annually). The penalty for payments over 60 days late is 10 percent and the penalty for payments over 90 days late is an additional 15 percent or a total of 25 percent.

For offenses occurring between November 1, 1987 and December 10, 1987, interest is not automatic. It is only for "willful nonpayment" (30 days overdue at one percent per month). The penalty for fines is 10 percent of the delinquent portion.

Payments are payable to the Clerk, U.S. District Court, 1114 Market Street, Room 260, St. Louis, Mo. 63101, Attn. Cashier, by mail, or in person at the Clerk's office on the second floor of the U.S. Court and Custom House. Checks should be payable to the Clerk, U.S. District Court and your docket number should be noted on the check to ensure same is applied to the correct account. Cape Girardeau cases should be directed to the clerk of the court, room 240, 339 Broadway, Cape Girardeau, Mo. 63701-7344.

Payments can be made by personal check, certified check, commercial or postal money order. Cash payments MUST be made in person.

If the Court should allow your supervision to terminate and the amount of your fine or restitution has not been paid in full, the U.S. Department of Justice must still pursue collection of the unpaid amount, and may continue to pursue collection of same for up to 20 years.

- 2. THE DEFENDANT SHALL PARTICIPATE, AS DIRECTED BY THE PROBATION OFFICER, IN A DRUG OR ALCOHOL ABUSE TREATMENT PROGRAM WHICH MAY INCLUDE URINE TESTING, COUNSELING, RESIDENCE IN A COMMUNITY CORRECTIONS CENTER, OR IN-PATIENT TREATMENT CENTER OR HOSPITAL.**

If you have a history of drug or alcohol abuse, you may be referred to a treatment program. Generally, you will be required to participate in a federal contract program.

The purpose of the drug/alcohol condition is to protect the community and assist you in achieving a drug-free existence.

Title 18 U.S. Code Sections 3564(b) and 3583(g), provide that supervision must be revoked for failure to comply with drug testing.

- 3. YOU SHALL BE PLACED ON HOME DETENTION WITH ELECTRONIC MONITORING FOR A PERIOD DETERMINED AT SENTENCING AND SHALL OBSERVE THE RULES OF THE PROGRAM.**

In lieu of imprisonment, you may be placed on home detention, which will include electronic monitoring, and you may be required to pay for the costs of the program.

This program can be utilized for individuals unable to comply with standard Supervised Release or Probation.

- 4. YOU SHALL COMPLETE COMMUNITY SERVICE HOURS AS DIRECTED BY THE PROBATION OFFICER DURING THE PERIOD OF SUPERVISION.**

Community Service is defined as nonsalaried service by you for a set period of time to a civic or nonprofit organization, and is ordered by the Court as a condition of Probation or Supervised Release.

You will be required to provide a location where you intend to perform your Community Service. This location will then be approved by your Probation Officer. The location may require Court approval which will be obtained by your Probation Officer. At times, places of worship, previous volunteer locations, and areas which would present other conflicts of interest may be denied. Your Probation Officer will require verification from the location which reflects the hours that you have performed and the duty which you are assigned. At times, the Court order will specify the number

of hours to be performed in certain time frames. Pay close attention to your order and request clarification from your Probation Officer.

5. YOU SHALL PARTICIPATE IN MENTAL HEALTH TREATMENT AS DIRECTED BY THE PROBATION OFFICER.

The Court or the United States Parole Commission may impose this condition when you display symptoms of mental illness or have been previously diagnosed with a mental health problem. The Probation Officer is available to assist you should you feel the need for counseling.

You may be ordered to pay all or part of the treatment costs for mental health treatment.

6. OTHER SPECIAL CONDITIONS THAT MAY BE IMPOSED:

THIRD PARTY RISK: The Court may impose a condition that you disclose your conviction, prior record, or any other particular characteristics to a specific person or organization. The Probation Officer will verify that the disclosure was made.

Note: Because of the diversity of Judgements and criminal offenses, Special Conditions may be unique to each case. Two areas often addressed are the individual's credit and employment. It is imperative for you to review the conditions defined in your Judgment and to clarify any questions with your Probation Officer.

DIRECTIONS FOR COMPLETING THE MONTHLY SUPERVISION REPORT FORM

This monthly form is to be completed at the end of each month and sent to the Probation Office no later than the 5th day of the following month (3rd day for parole cases). The form must be completed thoroughly and accurately. Do not hesitate to discuss this form with your Probation Officer if you have any questions about its completion. If something does not apply specifically to you, write **NOT APPLICABLE** in the block. Do not leave any lines blank. All entries should be neatly printed and legible.

PART A

1. Print your first, last, and middle name.
2. Print any other name that may have been used in Court.
3. Print your full street address and apartment number. **DO NOT PUT P.O. BOX OR MAIL DROP NUMBERS IN THIS SPACE.** If you live on the 1st, 2nd, or 3rd floor, list this location.
4. Print your city, state, and zip code.

5. Print the name of your apartment complex and/or community subdivision. Advise as to whether you rent or own the property.
6. This is where you may list your P.O. Box number or any other mailing address.
7. Print all phone numbers including the following: pagers, cellular phones, message numbers, (a number you may be reached at or a phone where a message can be conveyed to you) and/or answering services.
8. List all names of persons living at your residence.
9. Check **YES** or **NO** if you moved during the month.
10. Print the exact date of your move and your reason for moving. **THE PROBATION OFFICER MUST BE PERSONALLY NOTIFIED TEN DAYS PRIOR TO ANY CHANGE IN RESIDENCE.**

PART B

11. Print **NAME, ADDRESS, AND PHONE NUMBER** of your employer. If self employed, list your office address, phone number, and name of company.
12. Print name of immediate supervisor and phone extension.
13. Check **YES** or **NO** as to employers' knowledge of your criminal status.
14. Print the number of days missed from work and the specific reason for the absence.
15. Print your exact job title.
16. List the gross income which is your total income before deductions for that month.
17. Print the **EXACT** days and hours that you report to and leave from work (**DO NOT WRITE 40 HOURS**). If your shift varies, supply your Probation Officer with a copy of your weekly work schedule.
18. Check **YES** or **NO** if you had a job change or were terminated during the month. **THE PROBATION OFFICER MUST BE PERSONALLY ADVISED TEN DAYS PRIOR TO ANY CHANGE IN EMPLOYMENT.**
19. Print an exact date of termination and reason why you were terminated from the employment.

PART C

20. List all vehicles owned or driven by you. Print the year, make, model, color of the vehicle, license plate number, and name of the owner. This must be completed every month. This also includes company vehicles you may drive.

PART D

21. The amount of income you brought home after deductions in that month.
22. Any additional monies or benefits which you receive during the month such as food stamps, welfare, inheritance, loans, trust funds, spouses' income, or other.
23. Add up your net income plus any other income and write in the amount.
24. The total of all expenses incurred goes here.
25. List all debts which are past due and the amount you owe for each debt.
26. Check here whether or not you have a checking account and list the name of the bank and your account number. Indicate whether this is an individual or joint account and list who is on the signature card. List your **EXACT** balance at the end of the month. Your Probation Officer may request copies of bank statements in order to verify this information.
27. Do the same as #26 in regards to your savings account.
28. List all purchases of goods or services for which you paid \$500.00 or more during the month. Print the amount of purchase, date, description of the item or items, and the method used for payment. If you used a credit card, list which card was used.

PART E

29. If you were questioned by law enforcement, check **YES**. Otherwise, check **NO**. If yes, provide the exact date of the questioning, the title(s) of who questioned you, the name(s) of the officer(s), the name of the agency, and the reason for the questioning. **YOU MUST PERSONALLY NOTIFY YOUR PROBATION OFFICER IMMEDIATELY OF THIS CONTACT** (Attach copies of citations, bond papers, complaints, or other documents for verification).
30. If you were arrested or named as a defendant in any other case, check **YES**. Otherwise, check **NO**. If yes, give the details, including the date of the charges and the disposition or status of the case (Attach documentation).

31. If you resolved any pending charges this month, check **YES**. Otherwise, check **NO**. If yes, indicate the exact date of the hearing, the Court which you attended and the final disposition of the case (Attach a copy of the citation, receipt, charges, and disposition).
32. Was anyone in your household arrested or questioned by law enforcement during this month? If you check **YES**, state what relation he/she is to you, his/her full name, and the reason for the arrest. Advise your Probation Officer as to the disposition or status of the case. Otherwise, check **NO**. If you were a victim in the case, attach a copy of the police report.
33. If you had contact with anyone who has a criminal record, check **YES** and list his/her full name. Otherwise, check **NO**.
34. If you possessed or had any access to a firearm, check **YES** and explain. Otherwise, check **NO**.
35. If you possessed or used any illegal drugs, check **YES** and explain when and type of drug. Otherwise, check **NO**.

NOTE: It is essential that you understand the role of your Probation Officer. Your Probation Officer is a facilitator. Your Probation Officer has the professional objective to see that you successfully complete your Supervised Release, Probation, or Parole. Your responsibilities are clearly outlined and specified by the Court.

One of the keys to the successful completion of supervision is communication. Take the responsibility of establishing a consistent pattern of communication with your Probation Officer and your Supervision will prove to be a positive and rewarding experience.

OTHER IMPORTANT INFORMATION:

You must be prepared to produce a valid Drivers License and Social Security Card on your reporting date. You must maintain some form of identification during your supervision. If you are pending an Immigration Naturalization Service hearing or citizenship procedure, you must provide your Probation Officer with the appropriate identification and documentation. Keep your Probation Officer posted on all present and future hearings.

If you have a Civil Judgment or a pending civil matter, provide Court documentation to your Probation Officer.

If you are delinquent on any payments, fines, or judgments, immediately inform your Probation Officer and provide documentation.

If you are seeking and/or participating in any counseling, provide your Probation Officer with the name, address, and phone number of the facility where you are going. Your Probation Officer may instruct you to sign a release for information and records.

If you are experiencing medical issues or treatment, notify your Probation Officer of the condition and give the name of the physician who is treating you. If the disclosure of your condition is protected under Constitutional law, this is optional.

It is important to note that your Probation Officer maintains your records in a secure area and is not bound to disclose confidential information to third parties.

*** After thoroughly reading and reviewing this packet, please sign pages 21 and 22 and return them to your Probation Officer immediately. Retain these forms and this packet for your reference and future use.**

GENERAL INFORMATION

OFFICE HOURS: 8:30 A.M. to 5:00 P.M.

Monday through Friday

Check with your assigned U.S. Probation Officer for their exact work hours.

The District has two offices. Below please find the addresses and phone numbers.

United States Probation Office
200 U.S. Court and Custom House
1114 Market Street
St. Louis, Mo. 63101
Telephone: (314) 539-2291 (each officer has individual voice mail)
Fax: (314) 539-2388

United States Probation Office
112 Federal Building
339 Broadway
Cape Girardeau, Mo. 63701-7375
Telephone: (573) 334-9651 or 1-800-373-6807
Fax: (573) 334-0845

MISSOURI STATE LAWS:

State law requires motorists to have a valid Driver's License and Proof of Insurance in order to operate a motor vehicle. Documentation of compliance including Vehicle Registration, Insurance, and Drivers License should be made available to the Probation Officer when requested.

The law deprives convicted felons of certain Civil Rights including the right to vote, serve on a jury, hold public office, and restricts the issuance and renewal of some professional licenses, such as law and medical licenses. To determine if your rights will be, or can be restored, after the termination of your term of supervision, you should directly contact the appropriate authority (i.e. the Board of Elections for voting rights).

Missouri requires sex offenders to notify the law enforcement agency that is assigned jurisdiction over their residence immediately upon release. You will be advised by your Probation officer if you are required to register. Address changes must also be reported within 10 days of moving to a different residence. You must notify in writing the law enforcement agency where you initially registered as well as the city and county agency with jurisdiction over the new residence. Failure to comply with the above is a class A misdemeanor.

ACKNOWLEDGMENT:

I have read or had read to me, the Orientation Manual, and have received a copy.

Acknowledgment: _____
Signature Date

Witness: _____
Signature Title Date

FILE COPY OF ACKNOWLEDGMENT:

I have read or had read to me, the Orientation Manual, and have received a copy.

Acknowledgment: _____
Signature Date

Witness: _____
Signature Title Date

TO:

TRAVEL REQUEST FORM

Date: _____

Name: _____

Address/Zip: _____

Phone Number: _____

Destination: _____

Departure Date: _____

Return Date: _____

Purpose of Trip: _____

Persons Traveling With: _____

Accommodations (will be verified):

Name: _____

Address/Zip: _____

Phone Number: Area Code () _____

Mode of Transportation:

Vehicle:

Make and Model: _____

Tag Number: _____

Owner of Vehicle: _____

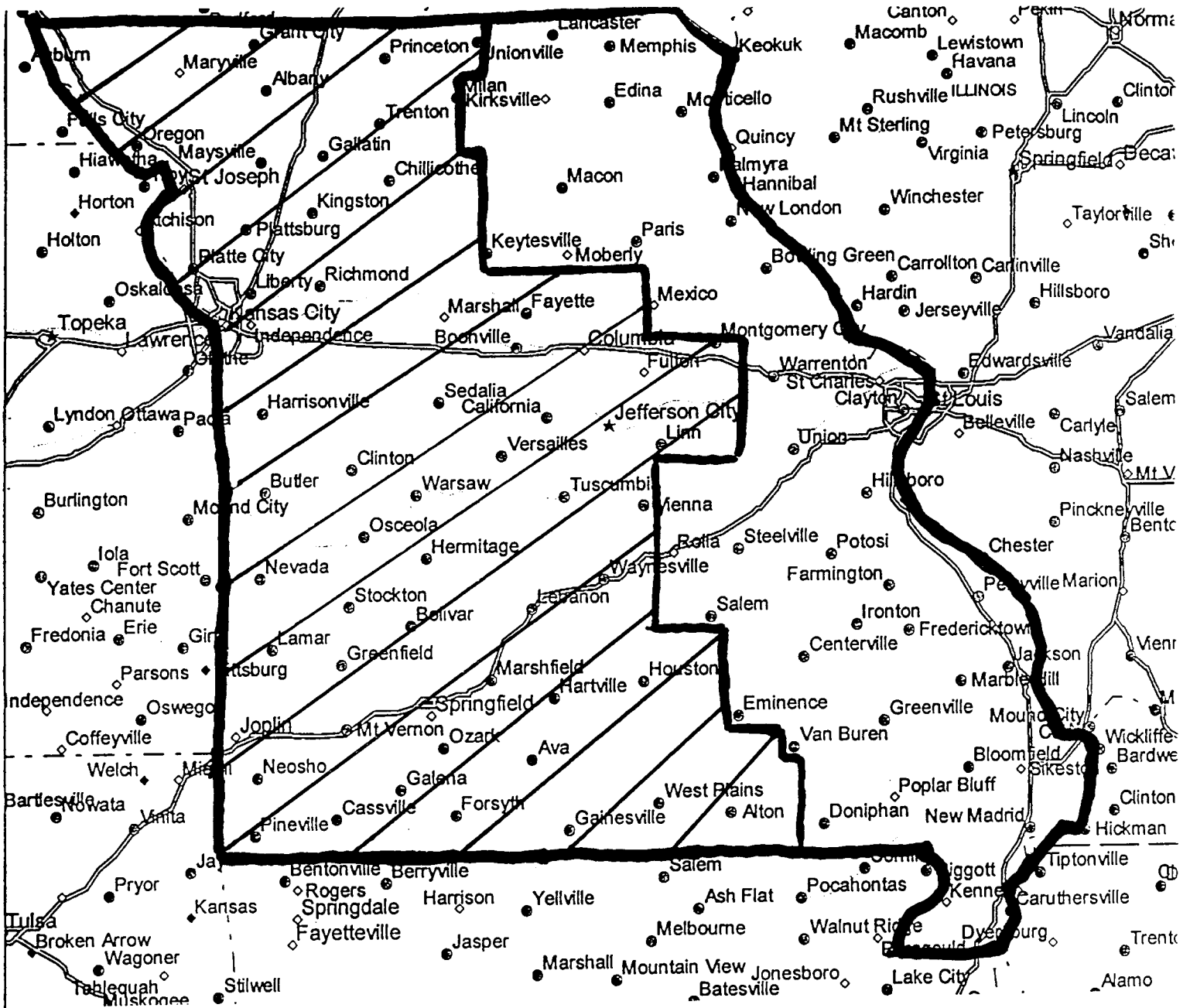
Airline:

Name of Airline: _____

Departure Flight # and Time: _____

Return Flight # and Time: _____

Other Mode of Transportation (specify): _____



COUNTIES COVERED UNDER THE EASTERN DISTRICT OF MISSOURI

- | | | |
|-------------------|-----------------|--------------------|
| 1. Adair | 18. Lincoln | 35. Ripley |
| 2. Audrain | 19. Linn | 36. Schuyler |
| 3. Bollinger | 20. Macon | 37. Scotland |
| 4. Butler | 21. Madison | 38. Scott |
| 5. Cape Girardeau | 22. Maries | 39. Shannon |
| 6. Carter | 23. Marion | 40. Shelby |
| 7. Chariton | 24. Mississippi | 41. St. Charles |
| 8. Clark | 25. Monroe | 42. St. Clair |
| 9. Crawford | 26. Montgomery | 43. St. Francois |
| 10. Dent | 27. New Madrid | 44. Ste. Genevieve |
| 11. Dunklin | 28. Pemiscot | 45. St. Louis |
| 12. Franklin | 29. Perry | 46. St. Louis City |
| 13. Gasconade | 30. Phelps | 47. Stoddard |
| 14. Iron | 31. Pike | 48. Warren |
| 15. Jefferson | 32. Randolph | 49. Washington |
| 16. Knox | 33. Ralls | 50. Wayne |

UNITED STATES DISTRICT COURT
Federal Probation System

PERMISSION TO TRAVEL

Address of Probation Office
U.S. Court and Custom House
114 Market Street
St. Louis, Mo.63101

Name/Address

Date: July 21, 1997

Mr. John Doe
32 Probation Ave
Providence, RI 02905

You are authorized to travel: (This block contains information outlined in your supervision orientation handbook).

Purpose of Trip: TBA

Special Instructions: (Include requirements of criminal registration ordinance in travel area. Also include instructions for reporting in destination district.)

Any additional travel, work-related or recreational, will require the prior permission from the United States Probation Department.

Within 24 hours after your return to this district, you will contact this officer at (314) 539-2291.

John Doe
U.S. Probation Officer

Copy mailed to CUSPO
in District of destination:

TBA

APPENDIX A

U.S. PROBATION OFFICE OFFICER: _____
MONTHLY SUPERVISION REPORT FOR THE MONTH OF December, 19 93

Name: 1. James Michael Jordan	Court Name (if different): 2. Jim Jordan
----------------------------------	---------------------------------------------

PART A: RESIDENCE (If new address, attach copy of lease/purchase agreement)

Street Address, Apt. Number: 3. 475 17th Street, #42	Home Phone: 7. 294-6211	Pager Phone: 294-1234	Other Phone: MSG (MOM) 798-4211
City, State, Zip Code: 4. Denver, CO 80202	Persons Living with you: 8. Paul Smith and Sandy Richards (Friends)		
Complex/Subdivision: 5. Mountain View Apts. Own or Rent? Own	Did you move during the month? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Mailing Address (if different): 6. P.O. Box 764, Denver, CO 80202	If yes, date moved: <u>10. N/A</u> Reason for Moving:		

PART B: EMPLOYMENT (If unemployed, list source of support under Part D)

Name, Address, Phone No. of Employer: 11. John Doe, Inc. 123 Smith Rd. Lakewood, CO 80232	Name of Immediate supervisor: 12. Mark Spite	Is your employer aware of your criminal status? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	How many days of work did you miss? <u>0</u> Why? 14. N/A	
	Position Held: 15. Manager	Gross Income: 16. \$2,000
		Normal Work Hours: 17. 7:00-4:00 Mon-Fri
Did you change jobs? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Were you terminated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If changed jobs or terminated, state when and why: 18. N/A	19. N/A

PART C: VEHICLES (List all vehicles owned or driven by you)

1. Year/make/model: 20. 1989 Honda Civic	Color: Blue	Tag Number: CCD 123	Owner: Jim Jordan
2. Year/make/model: 1990 Ford PU Truck	Color: Red	Tag Number: RNL 246	Owner: John Doe, Inc.

PART D: MONTHLY FINANCIAL STATEMENT

Net Income From Employment (Attach proof of earnings) 21. \$1,700	Past Due Debts: 25. Mastercard #765489216 \$75.00
Other Income: 22. N/A	
TOTAL MONTHLY INCOME 23. \$1,700	
TOTAL MONTHLY EXPENSES 24. \$1,650	
26. Do you have a checking account? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Joint Balance: <u>\$400</u> Bank Name: <u>Colorado National</u> Account Number: <u>721456</u>	27. Do you have a savings account? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Individual <input type="checkbox"/> Joint Balance: <u>N/A</u> Bank Name: _____ Account Number: _____

List all purchases of individual goods or services for which you paid \$500 or more:

Date	Amount	Method of Payment	Description of Item
28. 12/10/93	\$635	Cash	Camcorder

PART E: COMPLIANCE WITH CONDITIONS OF SUPERVISION DURING THE PAST MONTH

Were you questioned by any law enforcement officers?
29. Yes No
If yes, date: 12/15/93
Agency: Denver Police Department
Reason: Traffic Citation
Speeding: 9 MPH Over

Were you arrested or named as a defendant in any criminal case?
30. Yes No
If yes, when & where? N/A
Charges:
Disposition:

(Attach copy of citation, receipt, charges, disposition, etc.)

Were any pending charges disposed of during the month?
31. Yes No
If yes, date: N/A
Court:
Disposition:

Was anyone in your household arrested or questioned by law enforcement?
32. Yes No
If yes, whom? Paul Smith
Reason: Late Child Support
Disposition: Pending Court Action

Did you have any contact with anyone having a criminal record?
33. Yes No
If yes, whom? N/A

Did you possess or have access to a firearm?
34. Yes No
If yes, why? Found rifle in basement. Took it to Mom's home.

Did you possess or use any illegal drugs?
35. Yes No
If yes, type of drug: N/A

Did you travel outside the district without permission?
36. Yes No
If yes, when and where? N/A

Do you have a special assessment, restitution or fine? Yes No—If yes, amount paid during the month: \$250
37. Special assessment: \$50. Pd 10/93 Restitution: \$150,000 Fine:

NOTE: ALL PAYMENTS TO BE MADE BY MONEY ORDER (POSTAL OR BANK) OR CASHIER'S CHECK ONLY.

Do you have community service work to perform?
38. Yes No
Number of hours completed this month: 20
Number of hours missed: 0
Balance of hours remaining: 75

Do you have drug, alcohol or mental health aftercare?
39. Yes No
If yes, did you miss any sessions during this month?
 Yes No
Did you fail to respond to phone recorder instructions?
 Yes No
If yes, why? N/A

WARNING: ANY FALSE STATEMENTS MAY RESULT IN REVOCATION OF PROBATION, SUPERVISED RELEASE OR PAROLE, IN ADDITION TO 5 YEARS IMPRISONMENT, A \$250,000 FINE OR BOTH.

I CERTIFY THAT ALL INFORMATION FURNISHED IS COMPLETE AND CORRECT.

40. (18 U.S.C. § 1001)

41. SIGNATURE DATE

REMARKS:

RECEIVED:

_____ Mail _____ OC
_____ HC _____ CC

RETURN TO:

U.S. PROBATION OFFICE
200 U.S. COURT & CUSTOM HOUSE
1114 MARKET STREET
ST. LOUIS, MO 63101

UNITED STATES DISTRICT COURT FOR THE

DISTRICT OF _____

Declaration of Defendant Personal Financial Statement

)	
United States)	
v.)	
)	
)	_____
)	(Case Number)

I, _____, residing at _____,
 in the city (or county) of _____, in the state of _____,
 have completed the attached Personal Financial Statement that fully describes my financial
 resources, including a complete listing of all assets owned or controlled by me as of the date of
 my arrest. The Personal Financial Statement also includes my financial needs and earning ability
 and the financial needs and earning ability of my dependents.

I declare under penalty of perjury that the foregoing is true and correct.

 (Defendant Signature)

Executed on
 _____ day of _____, _____.

PERSONAL FINANCIAL STATEMENT

NOTE: I = Individual J = Joint

BANK ACCOUNTS (Include Savings & Loans, Credit Unions, Certificates of Deposit, IRA & KEOGH Accounts, etc.)

I/J	Name of Institution	Address	Type of Account	Account Number	Personal or Commercial	Balance

SECURITIES (Stocks in public and closely held corporations, bonds, mutual funds, U.S. Government securities, etc.)

I/J	Name of Company	Number of Units	How are they held?	Fair Market Value	Margin

REAL ESTATE (Include home equity loans under mortgage balance)

I/J	Address (include county & state)	Purchase Date & Cost	Fair Market Value	Mortgage Balance	Monthly Payment	Date mortgage will be paid off

LIFE INSURANCE

Name of Company	Policy Number	Type	Face Amount	Cash Surrender Value	Amount Borrowed	Amount you can borrow on policy

MOTOR VEHICLES (Include cars, trucks, mobile homes, boats, airplanes, etc.)

I/J	Year, make & license number	Fair Market Value	Loan Balance	Monthly Payment	Date loan will be paid off

MORTGAGES HELD BY YOU

I/J	Person Paying You (name & address)	Mortgage Balance	Monthly Payment	Date Mortgage will be paid off	Balloon Payment?

OTHER ASSETS (Cash on hand or other things of value that you own or are buying—see instructions)

I/J	Description	Fair Market Value	Loan Balance	Monthly Payment	Date loan will be paid off

CHARGE ACCOUNTS & LINES OF CREDIT (Bank credit cards, lines of credit, revolving charge accounts, etc.)

I/J	Type of Account or Card	Credit Limit	Amount Owed	Credit Available	Minimum Monthly Payment

OTHER DEBTS (not included elsewhere)

I/J	Owed to	Relationship	Amount Owed	Owed For	Monthly Payment

MONTHLY INCOME

NECESSARY MONTHLY EXPENSES

	Yours	Spouse	Total	
Net Salary	_____	_____	_____	Home Rent or Mortgage _____
Commissions	_____	_____	_____	Utilities:
Net Profit from business	_____	_____	_____	Electric _____
Net rental income	_____	_____	_____	Heating Oil/Gas _____
Pensions	_____	_____	_____	Water/Sewer _____
Social Security	_____	_____	_____	Telephone _____
Interest	_____	_____	_____	Groceries, supplies _____
Dividends	_____	_____	_____	Insurance:
Alimony/child support	_____	_____	_____	Auto _____
Income of other dependents	_____	_____	_____	Health _____
Other _____	_____	_____	_____	Life _____
_____	_____	_____	_____	Homeowners/renters _____
_____	_____	_____	_____	Minimum installment payments _____
_____	_____	_____	_____	Transportation _____
				Medical _____
				Clothing _____
				Alimony/child support _____
				Other _____

TOTAL INCOME			_____	
CASH FLOW (Income less necessary expenses)			_____	TOTAL NECESSARY EXPENSES _____

Within the last three years, have you encumbered or disposed of any assets or property with a cost or fair market value of more than \$1,000? If so, give the following information: Date, Amount, Property Transferred or Encumbered, To whom?

Is anyone holding any assets on your behalf (include trusts of which you are a beneficiary)? If so, explain.

Are you the grantor or donor of any trust, or the trustee or fiduciary for any trust? If so, explain.

Do you receive, or under any circumstances expect to receive benefits, from any established trust, from a claim for compensation or damages, or from a contingent or future interest in property of any kind (i.e. inheritance, profit sharing or pension plan)? If so, explain.

Have you ever been involved in bankruptcy proceedings? If so, give date, place and details.

Have you ever been a party to any civil suit? If so, give date, place, persons involved and explain.

What is the prospect of an increase in value of assets or in present income (Please give general statement)?

INSTRUCTIONS FOR PERSONAL FINANCIAL STATEMENT

1. Attach additional pages if you need more space for any item.
2. Estimate fair market value for all assets (what they could be sold for).
3. "Individual" means assets or debts that are yours alone. "Joint" means assets or debts that you own or owe together with someone else.
4. "Other Assets" include cash on hand, copyrights, patents, interests in partnerships, jewelry, coins, precious metals, notes or accounts receivable, any monies owed to you by any person or entity, etc.
5. "Other Debts" include judgements, liens, delinquent tax assessments and support obligations, etc.
6. "Net Salary" is your gross pay minus required taxes, social security, and other deductions for *required* or *necessary* items *only*, (such as pensions and insurance). Do *not* deduct excess withholding taxes or voluntary savings allotments.
7. Under "Monthly Income" include the total net income received by your spouse and any other dependents living with you. For non-dependents living with you, show only what they pay you or contribute toward the household expenses.
8. "Net Profit from Business" and "Net Rental Income" should be calculated in the same manner as in preparing a federal income tax return, except that depreciation and other non-cash expenses should *not* be deducted.
9. Under "Necessary Monthly Expenses" show only those that are necessary for your continued employment, your basic health and welfare, or that of your dependents.

NOTES

ORAL ADVISEMENT OF PERJURY PENALTIES

The documents, which I have just provided to you, are entitled *Personal Financial Statement* and *Declaration of Defendant Personal Financial Statement*. When completed, your Financial Statement and Declaration will be forwarded to the Court as an attachment to your presentence report.

Once signed, these documents will constitute an **UNSWORN DECLARATION** as defined in Title 28, United States Code 1746; and your signature serves as an acknowledgment that any false or misleading answers to a question contained in the Financial Statement may be punishable as **PERJURY** and subject you to a fine, imprisonment or both pursuant to Title 18, United States Code 1621.

The foregoing was read and/or explained to: _____
Defendant

Probation Officer's Initials

Date