**Mail in instructions**

 **Panhandle Probation Service LLC**

 ***33 Mar*ket Street Suite 126 Apalachicola, Florida 32320**

 Phone: 850-653-1018 FAX: 850-653-1019

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|  You have agreed to be placed on mail-in Supervision with Panhandle Probation Services, LLC. Your Monthly payment along with your monthly report is due in the office on or before the 5th of each month, unless other arrangements have been made for that particular month in advance. Failure to report as instructed could result in a violation of probation warrant being issued for your arrest. You must read and understand the following instructions in order to insure a successfully completion of probation or Pre-Trial release also known as conditional release.  * You must answer all questions and provided detailed information on any changes and or updates to your status, address, contact information, and employment.
* You must provide information on any contact with law-enforcement no matter what the circumstances were even if you were not arrested and were not the reason for the contact.
* You will receive a mail in packet shortly after being placed on supervision. You are to read over all instructions and fill out all required documentation and return it with your first scheduled report.
* The community service agreement form must be signed and be accompanied by the sponsors letter agreeing to let you work your ours. You must also send in your onetime community service insurance fee which is $15 for every 50 hours ordered by the courts.
* **You are required to understand and complete all your required terms and conditions** to successfully terminate your probation. If you have any questions you may contact my office at any time. Failure to take the time to clerkly understand the terms and conditions of your probation will not be an excuse if you are violated.
* **Once you complete your required classes such as DUI School, Substance abuse evaluation, Domestic violence, Victims impact panel class, Community service hours, AA meetings and such you are required to see that proof of completion and all documentation is provided to your probation officer who will then provide the needed copies of completion to the clerk of court.**

 **ALL TERMS OF PROBATION ARE TO BE COMPLETED 30 DAYS PRIOR TO YOUR TERM DATE.** **Monthly Payment** - You are required to send a monthly payment for every month you are on probation starting on the day of your sentence and until the month of your termination. You cannot pay your probation fees up in advance, unless approval is received in writing from, your attorney, State Attorney, and sentencing judge. If you are violated all advance fees will not be returned and you forfeit any advance payments. Advance payment will only be approved under special circumstances on a case by case need. **We only accept, Money Order, Cashier's Check, and cash (cash is only excepted in the office and never by mail) and “We DO NOT accept Personal Checks”.** |