

INSTRUCTIONS TO PERSONS REFERRED TO THE PROBATION OFFICE

The Judge has referred your case to this office. He/She wants to know about you and how you became involved in the case.

This information is necessary to assist him/her in reaching a decision.

To help us with our Presentence Report please furnish us with any of the following supporting documentation that pertains to you.

Birth or baptismal certificate
School diplomas/transcripts
Marriage certificate
Divorce paperwork
Military discharge certificate
Military disability information (C-number)
Seaman's papers
Social Security Card
Employment verification (pay stubs) - Last Three
Union, lodge, or club cards
Immigration papers or passport
Naturalization papers
Professional papers (certificates, licenses, or permits)
Medical reports (if presently under a doctor's care)

Letters of recommendation

Proof of residence (rent receipts, property/mortgage papers, etc.)
Other property(ies) purchase/lease documents
Office space rental/lease/purchase statements
Copies of any/all monthly bills for last three months
Income tax returns, both personal and business, for the last three years
Bank statements(checking/savings) for last three months
Department of Welfare/Family Independence Agency records
IRA/401K/Retirement plan statements-most recent
Stock/Bond portfolios - most recent
Credit card statements for last three months
Casino card(s)
Firearm(s) registration paperwork
Motor vehicle/motorcycle/watercraft/aircraft registration papers
Motor vehicle/motorcycle/watercraft/aircraft lease/purchase statements

ADDITIONAL INSTRUCTIONS

A PERSONAL INTERVIEW HAS BEEN SCHEDULED

NAME OF PROBATION OFFICER

ROOM NUMBER

DATE OF INTERVIEW

TIME