

Mail To: MISDEMEANOR MANAGEMENT SERVICES
P.O. BOX 368
ERIN, TN 37061
Phone #: 931-289-3377 OR 931-232-3822



MONTHLY REPORT – DUE THE 1st DAY OF EACH MONTH

Reports post-marked after the 7th day of each month will be considered a missed appointment, and reports post-marked before the 25th day of each month will be considered too early and will not count as reporting for that month.

Phone calls, faxes or making an on-line payment **DO NOT** count as reporting.

PLEASE PRINT

NAME: _____ D.O.B.: _____
ADDRESS: _____
CITY, STATE, ZIP: _____ PHONE NO.: _____

ON-LINE PAYMENT \$ _____. <https://pay.mchra.com/MMS/>

Have you been arrested or received a citation since being placed on probation? _____
If so, when, where & what are the charges? _____
When is your next court date? _____
Enclose a copy of the citation or warrant.

Name of current employer or school attending: _____
Address: _____
Phone No. _____

NOTE: If you have attended or completed any special conditions such as DUI School, Community Service, A & D Assessment, etc. since your last report be sure to have that agency fax or mail conformation that you have done so to our office. (Address and phone number are listed above)

Rule 5 of the Probation Order states that you shall make a full and truthful report to probation. Therefore, this report must be completed by you the probationer. Submitting a report completed by someone other than yourself will be considered a submission of false information and may result in a violation of probation.

I certify that the above information is true and provided by me.

Probationer Signature Date

<p>FOR OFFICE USE ONLY</p> Received: Amount: \$ Receipt No.: Comment:

Instructions:

1. **ALWAYS** report new arrests, citations, changes of address, phone number, and employment or before leaving the state **immediately and by phone.** Refer to rules # 4 & 7 of the probation order if you have any questions.
2. Make the appropriate number of copies of the monthly report for each month you will be reporting. Monthly Reports Sheets can be printed off mchra.com/misdemeanor-management
3. Include the docket number on both your money order and monthly report.

→ PAYMENTS CAN BE MAILED TO THE COURTS BUT IT IS YOUR RESPONSIBILITY TO PROVIDE A RECIEPT TO THE PROBATION OFFICER SO IT CAN BE PUT IN YOUR FILE.

Houston County Circuit Court

P.O. BOX 414

ERIN, TN 37061

Stewart County Circuit Court

P.O. BOX 193

DOVER, TN 37058

4. In your first report Include a list of three (3) different drug screen labs in your area that will 1) accept walk in's and 2) will conduct a "10 panel" observed screen. Keep a copy for yourself. When you are called for a drug screen the results need to be Emailed to Tasha.Boone@mchra.com

Lab 1

Name: _____

Address: _____ **Phone #:** _____

Cost of 10-Panel screen \$ _____

Lab 2

Name: _____

Address: _____ **Phone #:** _____

Cost of 10-Panel screen \$ _____

Lab 3

Name: _____

Address: _____ **Phone #:** _____

Cost of 10-Panel screen \$ _____

5. If you're a student enclose a copy of your class schedule.