FREQUENTLY ASKED QUESTIONS ABOUT PROBATION

1. **Who is my probation officer?**

Your probation officer will be assigned within 2 weeks after your initial appointment with the Misdemeanor Probation Department. You may call to inquire who your officer is at that time.

1. **How do I report to probation?**

You will submit the monthly report that was reviewed and included in this packet. (See monthly report instructions)

1. **If my report is late should I bring it to your office?**

No, still mail the report to the probation office.

1. **Who do I make the money order payable to?**

Your supervision fee money order should be made payable to MISDEMEANOR PROBATION. Do not make it payable to your probation officer, it will be returned.

1. **Do I need an appointment to see a probation officer?**

Yes, you must schedule an appointment to meet with a probation officer, even if you simply need to drop off a payment or receipt. There are times when no one will be here to assist you. We strongly urge you to MAIL IN MONTHLY REPORTS, PAYMENTS, RECEIPTS and all other information pertinent to your case.

1. **Will I have to go back to court?**

You may have been served with a “Rule date” on the day of your original hearing. This date is usually 6 months from the date of your conviction. This rule date is a status check to see if you have completed your conditions of probation. If you are not sure if you have a court date, contact the Clerk’s office in the parish you were convicted and ask.

If you have completed all the conditions of your probation and have a pending court date, YOU ARE STILL REQUIRED TO APPEAR IN COURT AS SCHEDULED. The probation officer does not have the authority to excuse you from a court appearance.

If you fail to appear for this court date or any other court appearances a warrant will be issued for your arrest.

1. **What should I do if a warrant has been issued for my arrest?**

You will receive a letter in the mail after a missed court appearance advising you exactly what to do. Please read this letter carefully and follow the directions. You may be assessed a contempt fee in connection with this warrant.

1. **How do I get my driver’s license back?**

You must contact the Department of Motor Vehicles (DMV) for information concerning your driver’s license.

1. **How do I pay for the Drug Analysis?**

If you are required to pay for a drug analysis, you will obtain a money order in the amount you are required to pay. The money order will be made payable to the District Attorney’s Office in the Parish in which you were convicted. This money order will be mailed to the Probation Department and we will make a copy for your file then forward to the District Attorney’s office. DO NOT INCLUDE ANY SUPERVISION FEES ON THIS MONEY ORDER. (See enclosed information sheet)

1. **Can I pay any extra money to avoid taking any of the court ordered classes?**

No, you must complete all the conditions that were assigned to you by the court. You can not pay an extra fee to avoid taking the classes.

1. **What do I do if my probation officer does not call me back?**

An alternate number is provided on your probation officer’s voice mail. If you would like to call that alternate number someone will be able to assist you.