

Fourth Judicial District Department of Correctional Services Informal Probation Program

What is Informal Probation?

Informal Probation is a program primarily intended for first-time or low-risk offenders. Offenders supervised on Informal Probation are responsible for completing all court ordered requirements, including all financial obligations associated with the case(s). It is the offender's responsibility to provide written verification of completion of all court ordered conditions to the Probation/Parole Officer. Although the Court has placed you on informal probation for a period of time, you may be discharged as soon as you provide verification of completion of all court ordered conditions and financial requirements.

More information may be found online at www.fourthdcs.com

Your court file may be viewed online at www.iowacourtsonline.org

Open the ICIS icon to access a court file search.

The Court just placed me on Informal Probation, what should I do next?

Prior to leaving Court today, you must complete the Informal Probation Intake Form and return it to the Clerk of Court. Please include your current address, phone number and an emergency contact name and phone number. It is your responsibility to ensure you keep your current address and phone number updated while on Informal Probation.

Sign Up Process

Informal Probation sign up occurs the **every Friday at 10:00 a.m.** at the Fourth Judicial District's Administration Office, 801 S. 10th St. in Council Bluffs. It is your responsibility to attend a sign up within thirty (30) days of being sentenced. **If you fail to sign up within thirty (30) days of your sentencing date a violation report will be submitted to the Court.** Email or call Informal Probation with the date you will attend sign-up.

What should I bring to sign up?

- Driver's license or other current form of identification
- \$300 Probation Enrollment Fee (Iowa Code Section 905.14)
 - o Payable by cash, credit card or money order – **no checks**
- Any verification of completed court-ordered conditions (For example: Substance abuse evaluation, Driving Unimpaired Class, community service hours, etc.)

Referrals for Court-Ordered Conditions

A listing of referral agencies is available at www.fourthdcs.com

(For example: Substance abuse agencies, community service options, etc.)

Monies Owed

Section 905.14 of the Code of Iowa mandates that you pay a \$300.00 supervision enrollment fee. You are required to pay the entire fee at sign up (cash, credit card or money order – **checks will not be accepted**). The supervision enrollment fee is payable to the Fourth Judicial District Department of Correctional Services.

AND

You are also required to pay all fines, court costs, surcharges, court-appointed attorney fees and restitution owed in your case. For amounts due, contact the Clerk of Court in the County you were sentenced or you can view information online at www.iowacourtsonline.org

** Payments should be sent to the Clerk of Court for the County in which you were sentenced. The Clerk of Court addresses are located at www.fourthdcs.com. Do not send these payments to Informal Probation.

What will happen if these financial obligations are not met?

Failure to comply with all court-ordered requirements, including financial obligations, may result in revocation of probation, additional costs and/or possible incarceration.

Obey the Law

You must obey the law. If arrested, you must call Informal Probation at 712-396-2248 and report your new charge, when and where it occurred and from which law enforcement agency you were charged.

Change of Address / Phone Number

If you move to a new address or get a different phone number, you must immediately report this information to 712-396-2248 or 4thDistrict.Informal@iowa.gov

(Collect calls are not accepted)

How do I contact Informal Probation?

Phone: 712-396-2248

Email: 4thDistrict.Informal@iowa.gov

Website: www.fourthdcs.com

Click on the Informal Probation tab on the menu