

# Judicial Authorization for Probation Report Preparation



INDIANA OFFICE OF COURT SERVICES

## PART 1 - COUNTY/PROBATION DEPARTMENT

County \_\_\_\_\_

Name of Probation Department \_\_\_\_\_

Court(s) Served (Use court ID, i.e., Adams Circuit Court = 01C01) \_\_\_\_\_

All Quarterly Probation, Juvenile Law Services, Annual Operations, and Expenditures & Budget reports must be filed online using Indiana Courts Online Reports (ICOR). Complete, sign, and return this form to the Office of Court Services to be assigned a password and user ID.

Which of the following reports does your probation department complete? (Check all that apply.)

Adult Felony Probation

Adult Misdemeanor Probation

Juvenile Probation

Quarterly Juv. Law Services (Demographic Info)

Semiannual Juv. Law Services (Financial Info)

Annual Operations Report  
(Required)

Report on Expenditures & Budget

## PART 2 - CHIEF PROBATION OFFICER

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Quarterly Probation			Juvenile Law Services		Annual Reports	
Adult Felony Probation	Adult Misdemeanor Probation	Juvenile Probation	Quarterly Demographic Information	Semiannual Financial Information	Annual Operations Report	Budget & Expenditure Report
read-only*	read-only*	read-only*	read-only*	read-only*	read-only*	read-only*
edit/modify	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify

\*Chief Probation Officer completing this form will automatically be given read-only access to all reports that are completed by this probation dept. If additional permissions are desired, please check the appropriate box.

**PART 3 - PROBATION STAFF**

		Quarterly Probation			Juvenile Law Services		Annual Reports	
		Adult Felony Probation	Adult Misdemeanor Probation	Juvenile Probation	Quarterly Demographic Information	Semiannual Financial Information	Annual Operations Report	Budget & Expenditure Report
Name	_____							
Title	_____	read-only	read-only	read-only	read-only	read-only	read-only	read-only
Phone	_____							
Email	_____	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify
<hr/>								
Name	_____							
Title	_____	read-only	read-only	read-only	read-only	read-only	read-only	read-only
Phone	_____							
Email	_____	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify
<hr/>								
Name	_____							
Title	_____	read-only	read-only	read-only	read-only	read-only	read-only	read-only
Phone	_____							
Email	_____	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify
<hr/>								
Name	_____							
Title	_____	read-only	read-only	read-only	read-only	read-only	read-only	read-only
Phone	_____							
Email	_____	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify
<hr/>								
Name	_____							
Title	_____	read-only	read-only	read-only	read-only	read-only	read-only	read-only
Phone	_____							
Email	_____	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify	edit/modify

**PART 4 - SIGNATURES**

_____ <b>Chief Probation Officer's Signature</b>	_____ <b>Date</b>	_____ <b>Judge's Signature</b>	_____ <b>Date</b>
---	----------------------	-----------------------------------	----------------------