

# Judicial Authorization for Probation Report Preparation

## PART 1 - COUNTY/PROBATION DEPARTMENT

County \_\_\_\_\_

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

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

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



STATE COURT ADMINISTRATION

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             |
| <input type="checkbox"/><br>read-only*  | <input type="checkbox"/><br>read-only*  | <input type="checkbox"/><br>read-only*  | <input type="checkbox"/><br>read-only*  | <input type="checkbox"/><br>read-only*  | <input type="checkbox"/><br>read-only*  | <input type="checkbox"/><br>read-only*  |
| <input type="checkbox"/><br>edit/modify | <input type="checkbox"/><br>edit/modify | <input type="checkbox"/><br>edit/modify | <input type="checkbox"/><br>edit/modify | <input type="checkbox"/><br>edit/modify | <input type="checkbox"/><br>edit/modify | <input type="checkbox"/><br>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   | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/>    |
| Title  | read-only                | read-only                   | read-only                | read-only                         | read-only                        | read-only                | read-only                   |
| Phone  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/>    |
| Email  | edit/modify              | edit/modify                 | edit/modify              | edit/modify                       | edit/modify                      | edit/modify              | edit/modify                 |
| Is employee likely to need access to forms for multiple probation departments? |                          |                             | <b>Y / N</b>             |                                   |                                  |                          |                             |
| Name   | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/>    |
| Title  | read-only                | read-only                   | read-only                | read-only                         | read-only                        | read-only                | read-only                   |
| Phone  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/>    |
| Email  | edit/modify              | edit/modify                 | edit/modify              | edit/modify                       | edit/modify                      | edit/modify              | edit/modify                 |
| Is employee likely to need access to forms for multiple probation departments? |                          |                             | <b>Y / N</b>             |                                   |                                  |                          |                             |
| Name   | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/>    |
| Title  | read-only                | read-only                   | read-only                | read-only                         | read-only                        | read-only                | read-only                   |
| Phone  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/>    |
| Email  | edit/modify              | edit/modify                 | edit/modify              | edit/modify                       | edit/modify                      | edit/modify              | edit/modify                 |
| Is employee likely to need access to forms for multiple probation departments? |                          |                             | <b>Y / N</b>             |                                   |                                  |                          |                             |
| Name   | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/>    |
| Title  | read-only                | read-only                   | read-only                | read-only                         | read-only                        | read-only                | read-only                   |
| Phone  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/>    |
| Email  | edit/modify              | edit/modify                 | edit/modify              | edit/modify                       | edit/modify                      | edit/modify              | edit/modify                 |
| Is employee likely to need access to forms for multiple probation departments? |                          |                             | <b>Y / N</b>             |                                   |                                  |                          |                             |
| Name   | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/>    |
| Title  | read-only                | read-only                   | read-only                | read-only                         | read-only                        | read-only                | read-only                   |
| Phone  | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/>    |
| Email  | edit/modify              | edit/modify                 | edit/modify              | edit/modify                       | edit/modify                      | edit/modify              | edit/modify                 |
| Is employee likely to need access to forms for multiple probation departments? |                          |                             | <b>Y / N</b>             |                                   |                                  |                          |                             |

**PART 4 - SIGNATURES**

|   |  |   |  |
|---|--|---|--|
| <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Chief Probation Officer's Signature</b> | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b> | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Judge's Signature</b> | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b> |
|---|--|---|--|