



Pretrial/Probation Reporting by Internet

This document guides you through the process of submitting a Pretrial or Probation monthly report using the internet.

Once you have received your user ID and password by email or by your officer, you can proceed with the steps found in this guide.

Begin by accessing <https://supervision.uscourts.gov>. **Note:** If you need to complete your supervision report in Spanish, click **Cambiar a español**.

In the **User ID** field, enter your user ID. **Note:** If your user ID is all numbers, be sure to enter the hyphen (-) between the groups of numbers. In the **Password** field, enter your password, and then click **Login**.

Supervision Reporting

Browsers on most Mobile Devices are currently not supported.
(Los navegadores en la mayoría de los dispositivos móviles en la actualidad no son compatibles.)

Probation and Pretrial Services Electronic Reporting System

Defendants and offenders under federal supervision can use this site to submit supervision reports.

This is a **restricted website** for Official Court Business only. Unauthorized use of this site is subject to prosecution under Title 18 of the U.S. Code.

All Activities and access attempts are monitored and reported.

ACCOUNT LOGIN

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)

Please report any account User ID/Password issues to your supervision officer.

[Cambiar a español](#)

This site is best viewed at resolutions of 1280x800 or higher.

Contact Us
Administrative Office of the United States Courts



The Security Questions screen displays. Unless selected later, this screen only displays the first time you log in. Answer all the security questions. Click **Save** when finished.



[Supervision Report](#)

[Change Security Questions](#)

[Change Password](#)

[Training Video](#)

[Quit](#)

Security Questions

You must fill out all of the fields on this page.

The security questions and answers are only used if you forgot your user id or password. At the login screen, there are options to retrieve a lost user id or password which require you to provide answers to these security questions.

Welcome Ryan

Please enter your name

First Name:

Last Name:

Please enter your gender:

☐ Female ☒ Male

Please enter your zip code:

Please enter your email address:

Please select the month you were born

Please enter the year you were born

Security Question 1.

Answer:

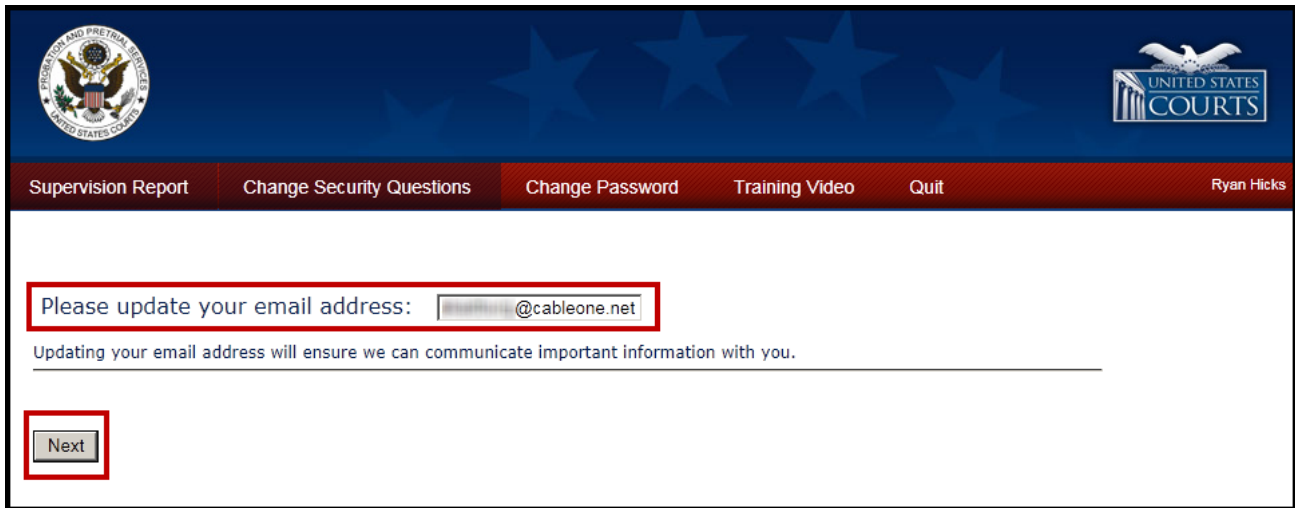
Security Question 2.

Answer:

Security Question 3.

Answer:

Each time you navigate to this screen, you'll be asked to update your email address. The screen displays any email the system currently has associated with you. Update your email address if needed, and then click **Next**.



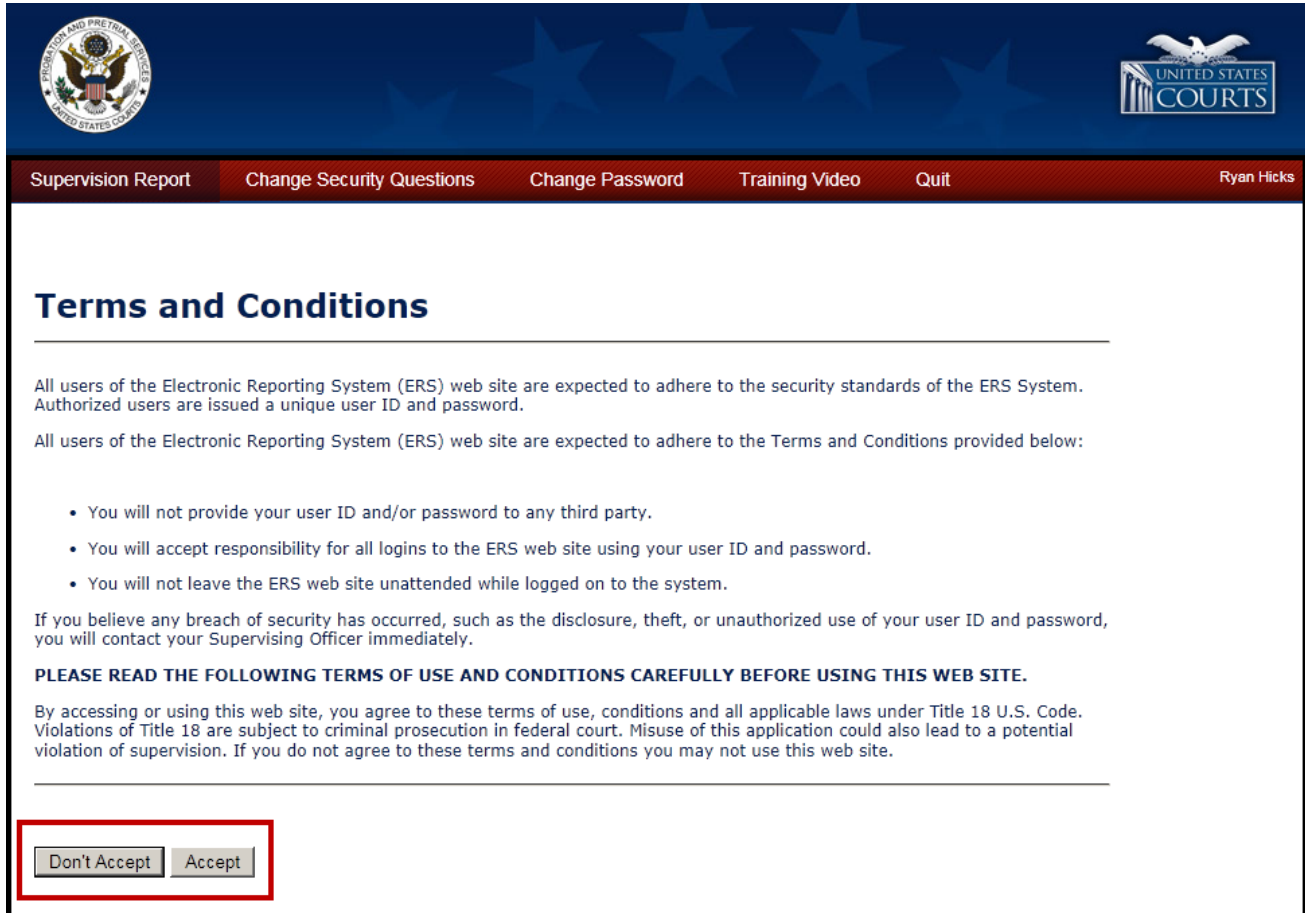
Supervision Report Change Security Questions Change Password Training Video Quit Ryan Hicks

Please update your email address:

Updating your email address will ensure we can communicate important information with you.

Next

The Terms and Conditions screen displays. You will be asked to review and accept the terms and conditions each time you log in to complete a report.



Supervision Report Change Security Questions Change Password Training Video Quit Ryan Hicks

Terms and Conditions

All users of the Electronic Reporting System (ERS) web site are expected to adhere to the security standards of the ERS System. Authorized users are issued a unique user ID and password.

All users of the Electronic Reporting System (ERS) web site are expected to adhere to the Terms and Conditions provided below:

- You will not provide your user ID and/or password to any third party.
- You will accept responsibility for all logins to the ERS web site using your user ID and password.
- You will not leave the ERS web site unattended while logged on to the system.

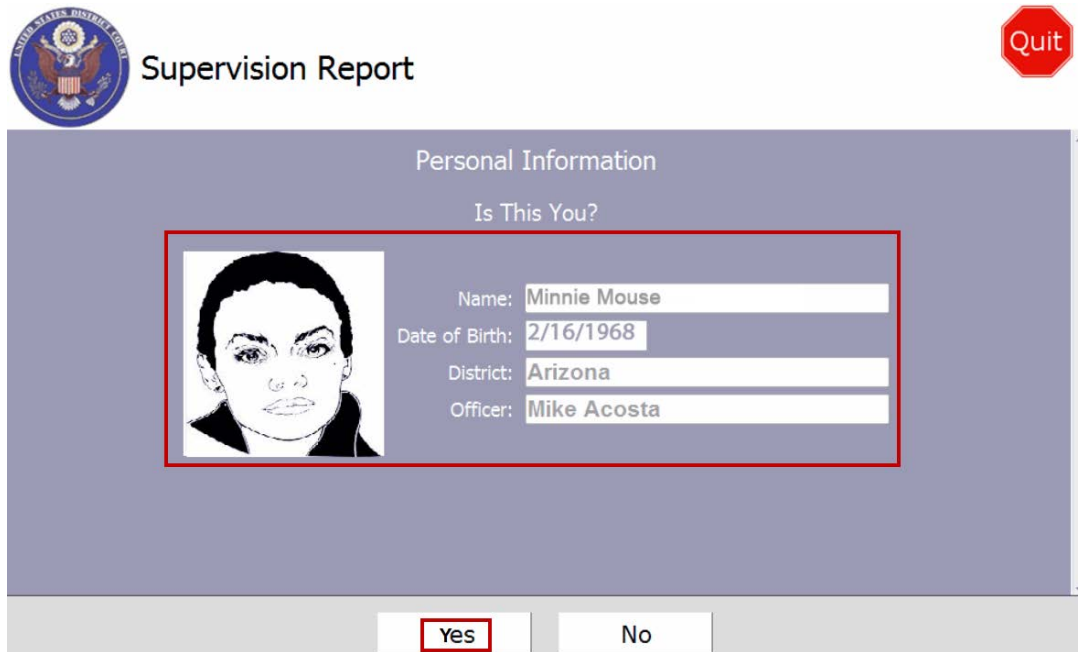
If you believe any breach of security has occurred, such as the disclosure, theft, or unauthorized use of your user ID and password, you will contact your Supervising Officer immediately.

PLEASE READ THE FOLLOWING TERMS OF USE AND CONDITIONS CAREFULLY BEFORE USING THIS WEB SITE.

By accessing or using this web site, you agree to these terms of use, conditions and all applicable laws under Title 18 U.S. Code. Violations of Title 18 are subject to criminal prosecution in federal court. Misuse of this application could also lead to a potential violation of supervision. If you do not agree to these terms and conditions you may not use this web site.

Don't Accept Accept

Your personal information and picture display. If this is you, click **Yes**. Otherwise, click **No** to end your session.

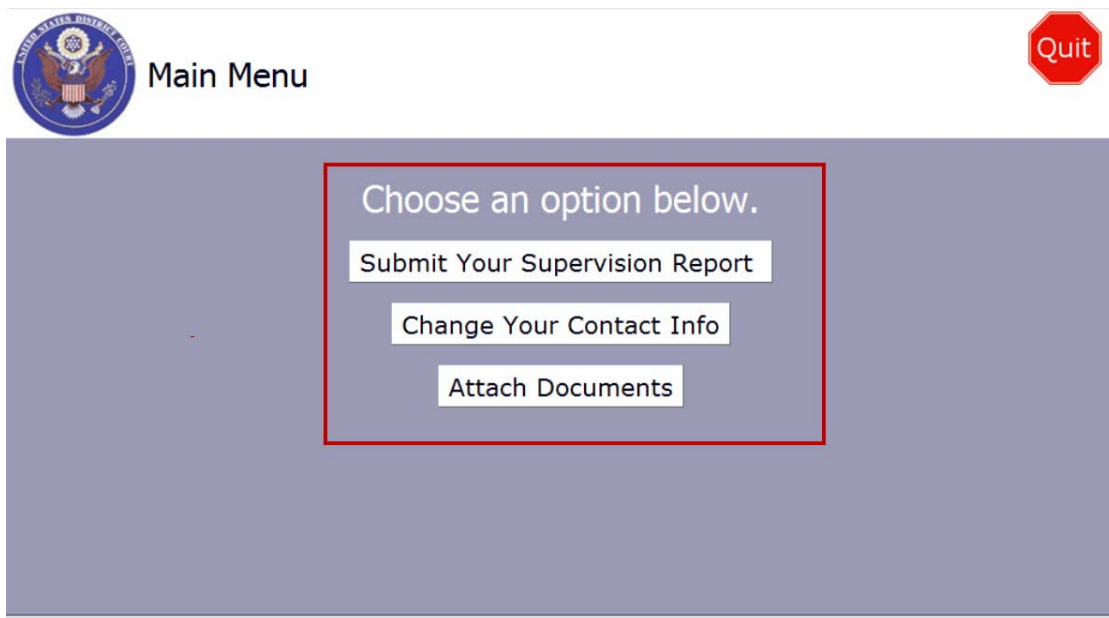


The screenshot shows the 'Supervision Report' screen. At the top left is the Department of Justice seal, and at the top right is a red 'Quit' button. The title 'Supervision Report' is centered. Below it is a section titled 'Personal Information' with the question 'Is This You?'. A red box highlights a user profile containing a black and white photo of a woman, the name 'Minnie Mouse', the date of birth '2/16/1968', the district 'Arizona', and the officer 'Mike Acosta'. At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

The Main Menu screen displays. Click one of the following buttons:

- a) **Submit Your Supervision Report** –To complete your supervision report
- b) **Change Your Contact Info** – To report an address, contact, email, or employment change
- c) **Attach Documents** – To attach a file to submit to your officer

This job aid reviews all three functions, beginning with submitting a monthly report. Click **Submit Your Supervision Report**.



The screenshot shows the 'Main Menu' screen. At the top left is the Department of Justice seal, and at the top right is a red 'Quit' button. The title 'Main Menu' is centered. Below it is a large grey box containing the text 'Choose an option below.' and three buttons: 'Submit Your Supervision Report', 'Change Your Contact Info', and 'Attach Documents'. A red box highlights these three buttons.



The certification screen displays. To certify that you will answer the questions correctly, click **I Agree**.



Supervision Report for March 2020



7% complete

I CERTIFY THAT I WILL ANSWER THE FOLLOWING
QUESTIONS COMPLETELY AND CORRECTLY. I
UNDERSTAND THAT A FALSE STATEMENT MAY
RESULT IN REVOCATION OF MY RELEASE, IN
ADDITION TO PROSECUTION UNDER 18 U.S.C. §
1001.

I Disagree

I Agree

Answer each set of questions completely and correctly. At the bottom of the screen, click **Back** to return to a previous screen, or **Continue** to save the information and continue the reporting session. Select the **Discuss with officer later** check box to send a message to your probation officer for further discussion about the information requested.



Supervision Report for March 2020



10% complete

Please update your **Primary Residence** information

Address 1: 6.5 Miles N.E. of Chilchintl

Residence Type:

Address 2:

Occupancy Type: Other

City: Chilchinbeto

Describe:

State: Arizona

Residential Hazards/Security
(Animals, unsafe stairs, gates, etc.):

Zip: 86033

County:

Start Date: 1/11/2019
mm/dd/yyyy

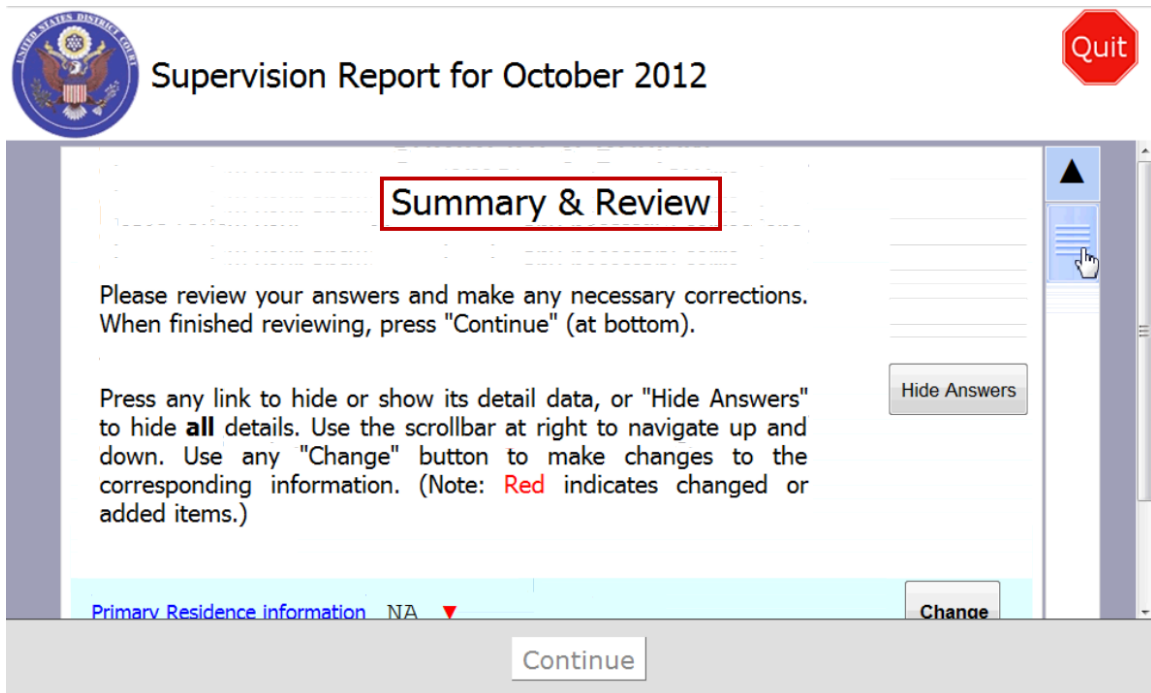
Press For
Calendar

☐ Discuss with officer later

Back

Continue

After completing all the components of the report, review your answers on the Summary & Review screen.



Supervision Report for October 2012

Summary & Review

Please review your answers and make any necessary corrections. When finished reviewing, press "Continue" (at bottom).

Press any link to hide or show its detail data, or "Hide Answers" to hide **all** details. Use the scrollbar at right to navigate up and down. Use any "Change" button to make changes to the corresponding information. (Note: **Red** indicates changed or added items.)

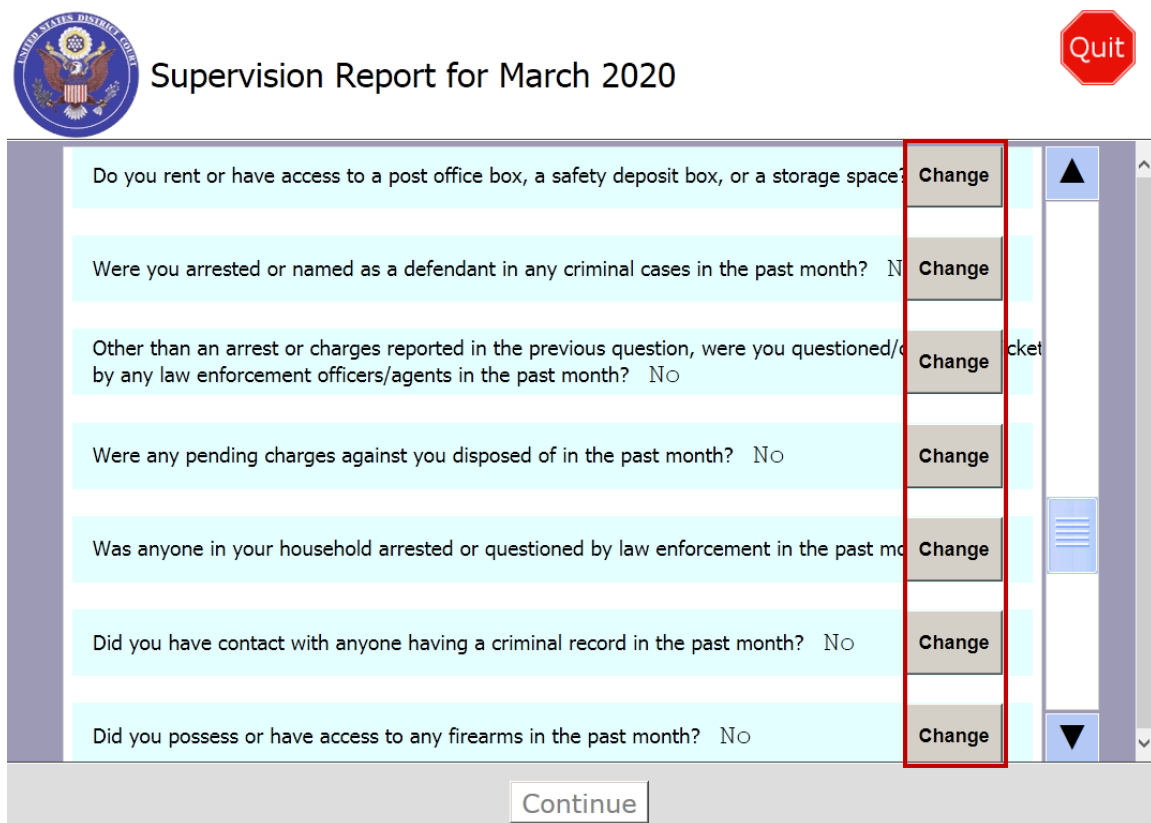
Hide Answers

Primary Residence information NA ▼ Change

Continue

Quit

If you want to change an answer, click **Change** next to the applicable question.



Supervision Report for March 2020

Quit

Do you rent or have access to a post office box, a safety deposit box, or a storage space? Change

Were you arrested or named as a defendant in any criminal cases in the past month? No Change

Other than an arrest or charges reported in the previous question, were you questioned/charged by any law enforcement officers/agents in the past month? No Change

Were any pending charges against you disposed of in the past month? No Change

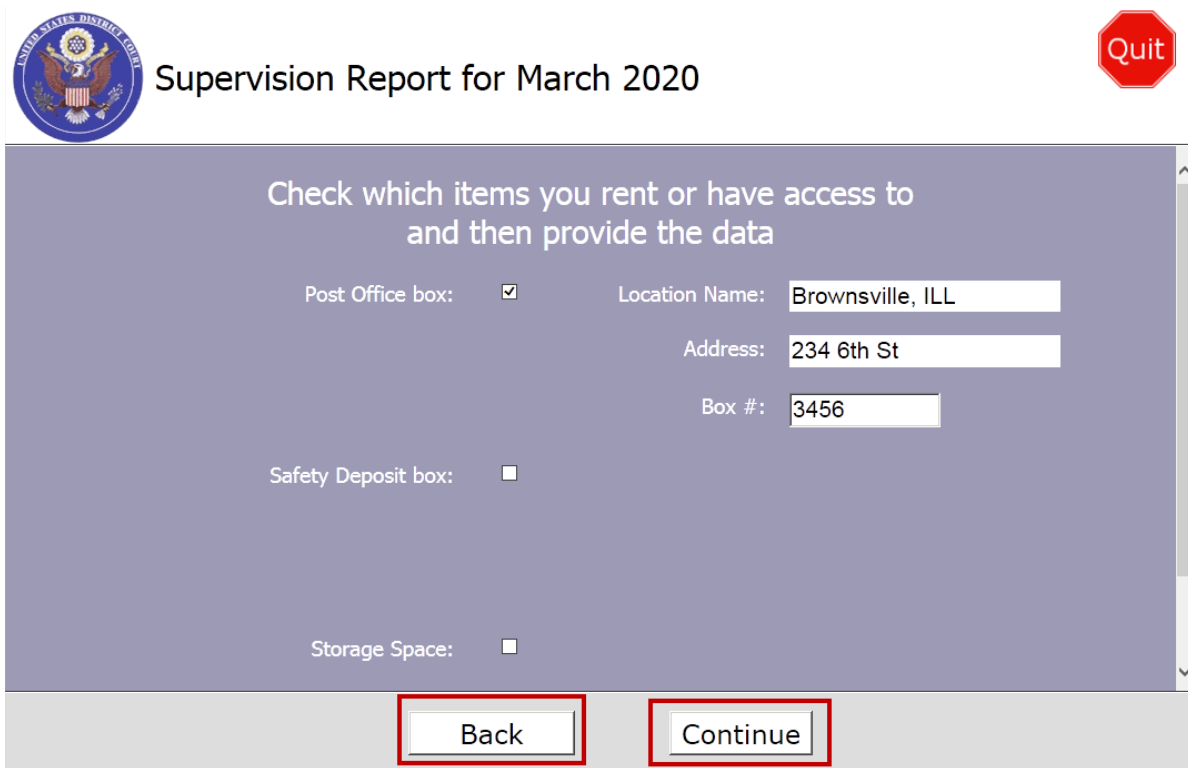
Was anyone in your household arrested or questioned by law enforcement in the past month? Change

Did you have contact with anyone having a criminal record in the past month? No Change

Did you possess or have access to any firearms in the past month? No Change

Continue

The screen associated with that question displays. Make any modifications and click **Continue** to save the updated information. Click **Back** to return to the Summary & Review screen.



 **Supervision Report for March 2020** 

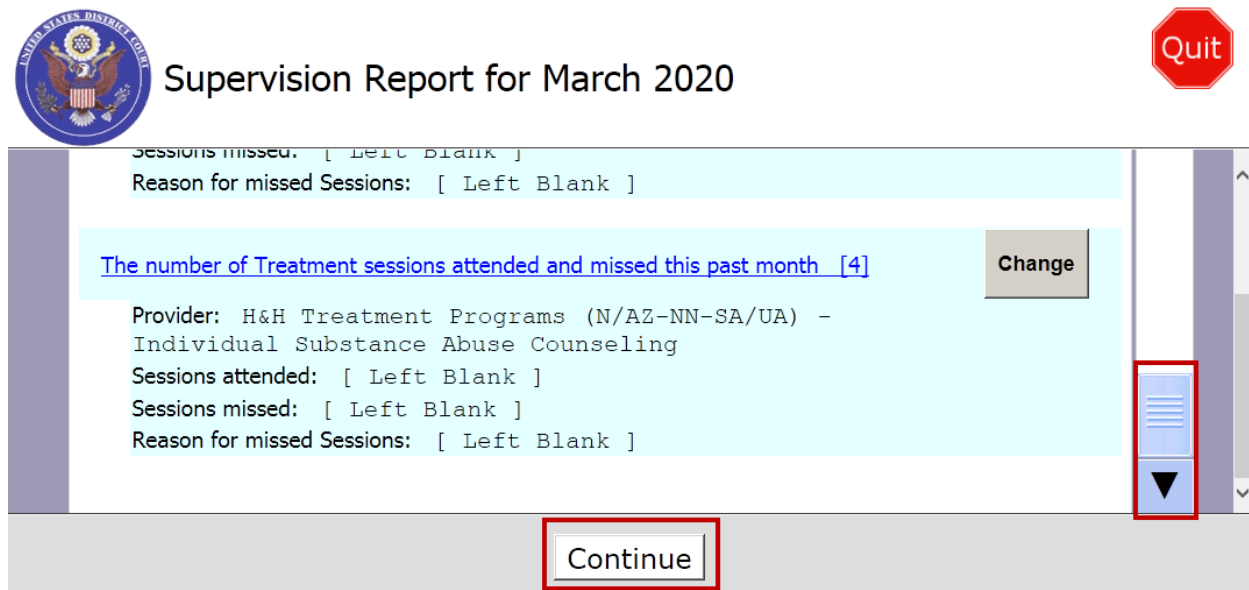
Check which items you rent or have access to and then provide the data

Post Office box: ☒ Location Name:
 Address:
 Box #:

Safety Deposit box: ☐

Storage Space: ☐

You must scroll all the way to the bottom of the Summary & Review screen to click **Continue**. If you are not at the bottom of the screen, the **Continue** button is unavailable (gray) and does not function.



 **Supervision Report for March 2020** 

Sessions missed: [Left Blank]
 Reason for missed Sessions: [Left Blank]

[The number of Treatment sessions attended and missed this past month \[4\]](#)

Provider: H&H Treatment Programs (N/AZ-NN-SA/UA) -
 Individual Substance Abuse Counseling
 Sessions attended: [Left Blank]
 Sessions missed: [Left Blank]
 Reason for missed Sessions: [Left Blank]





If you have files to attach, click **Yes**. Otherwise, click **No**. If you click **No**...



Supervision Report for October 2019



Do you have a file(s) to attach?

Yes

No

...a screen requesting that you certify your answers are complete and correct displays. To answer affirmative, enter your password and click **I Agree**. If not, click **Back** and make any modifications needed.



Supervision Report for March 2020

I CERTIFY THAT ALL ANSWERS ARE COMPLETE AND
CORRECT.

Enter your password:

Back

I Agree



If you would like an email confirmation confirming your submission, click **Yes**. Otherwise, click **No**.



Supervision Report for October 2012

100% complete

Would you like an email receipt confirming your submission sent to mousemin@gmail.com?

Yes

No

Either answer takes you to a screen that identifies if you made a request to discuss an issue with your officer. Click **OK**.



Supervision Report

Quit

No Discuss w/Officer Requested: Thank you for reporting PC.

OK



If reports are missing from prior months, they display here. If you want to complete them, click the radio button for the desired month, and then click **Continue** to repeat the process.

If no missing months appear, click **Continue** to advance to the next screen.



Supervision Report



What month would you like to report for?

- ☐ November 2012
- ☐ June 2012

Back

Continue

Click **Quit** to submit your report and log out, or click **Main Menu** to return to the Main Menu screen.



Supervision Report



Do you want to return to the main menu or quit?

Main Menu

Quit



From the Main Menu screen, you can change your contact information. Click **Change Your Contact Info**.



Main Menu



Choose an option below.

Submit Your Supervision Report

Change Your Contact Info

Attach Documents

The Change Your Contact Info screen displays. Clicking the button for the information you want to change takes you to a section where you can change address, employment, phone, or email information.



Change Your Contact Info



Choose an option below.

Change of Address

Change of Employment

Change of Phone Number or Email

Back



From the Main Menu screen, you can also add attachments. This functionality is the same as if you had added attachments earlier in the report process. Click **Attach Documents**.



Main Menu



Choose an option below.

Submit Your Supervision Report

Change Your Contact Info

Attach Documents

The Attach Documents screen displays. From the **Document Type** drop-down list, select the document type, and then click **Attach Document**.



Attach Documents



Select a Document Type and click Attach Document.
Browse to your file and double click to attach. You
may attach more than one file for each type.

Please note that you can only attach image type files (.jpg, .gif and .png). If you have a pdf file, please save it as an image and then attach. Any Word or Word Perfect file may be converted to an Adobe pdf file and then saved as an image file to attach. When converting files to an image, please note that files that are more than one page will create multiple image files and each will have to be uploaded separately.

Document Type:

Employment
Medical
Tickets/Arrests
Financial
Other

Attach Document (4 MB Max)

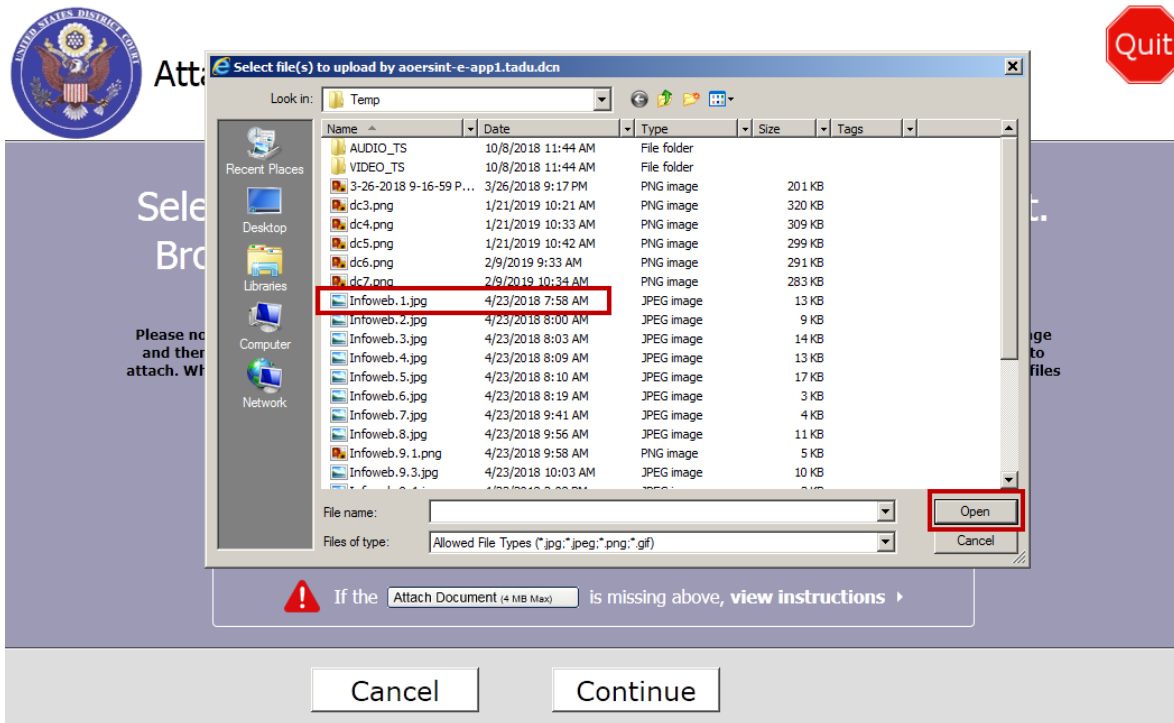


If the Attach Document (4 MB Max) is missing above, [view instructions](#)

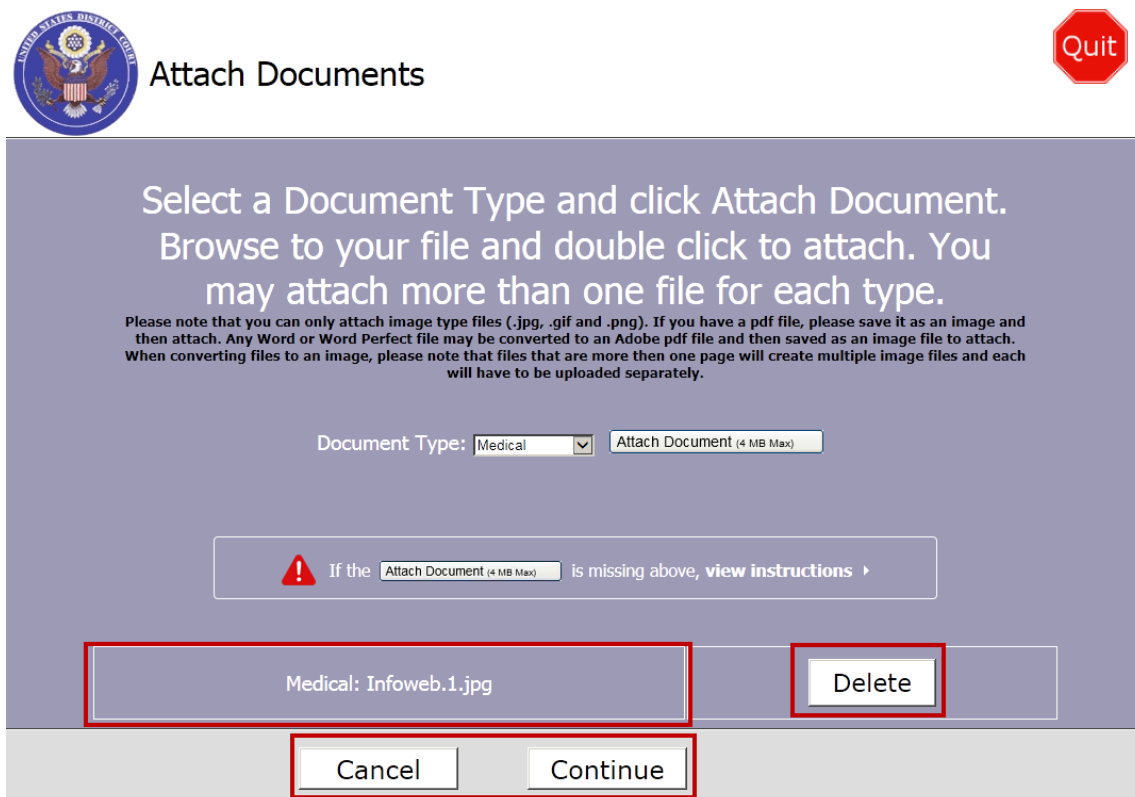
Cancel

Continue

To browse your directory and attach a file, locate and click the desired file, and then click **Open**.



A table displays at the bottom of the screen, identifying the file you attached to the report. Click **Continue**.





The Main Menu screen displays. Click **Quit** to complete the session.



Main Menu



Choose an option below.

Submit Your Supervision Report

Change Your Contact Info

Attach Documents