



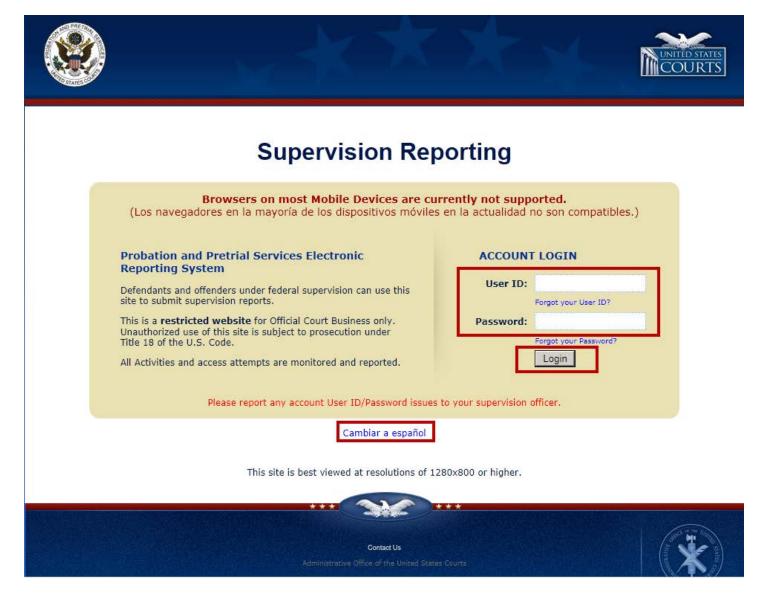
## **Pretrial/Probation Reporting by Internet**

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 <u>https://supervision.uscourts.gov</u>. **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**.







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
The security questions	t all of the fields on this and answers are only used if you fo	orgot your user id or pass		een, there are options to
Welcome Ryan Please enter your na First Name: Ryan	ame Last Name:		ecunty questions.	
Please enter your ge	ender:			
Please enter your zi	p code: 45678			
Please enter your en skadburg@cableone.r				
Please select the mo	onth you were born December 📐	Please enter the year	ar you were born 19	952 🔽
Security Question Answer: blue	1. What is your favorite color?	V		
Security Question Answer: blue	1 2. What is your favorite song?	Y		
Security Question Answer: blue	1 3. What is your favorite book?	Y		
Save				





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**.

					UNITED STATES COURTS
Supervision Report	Change Security Questions	Change Password	Training Video	Quit	Ryan Hicks
	our email address: definition of the second se	@cableone.net cate important informatio	n with you.		

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.

					COURTS
Supervision Report	Change Security Questions	Change Password	Training Video	Quit	Ryan Hicks
Terms and	Conditions				
	ic Reporting System (ERS) web sit sued a unique user ID and passwor		to the security stand	ards of the ERS System.	
All users of the Electron	ic Reporting System (ERS) web sit	te are expected to adhere	to the Terms and Co	nditions provided below:	
You will not prov	ide your user ID and/or password	to any third party.			
-	esponsibility for all logins to the ER		-		
If you believe any brea	e the ERS web site unattended whi ch of security has occurred, such a upervising Officer immediately.			your user ID and password	,
PLEASE READ THE FO	LLOWING TERMS OF USE AND	CONDITIONS CAREFUL	LY BEFORE USING	THIS WEB SITE.	
Violations of Title 18 an	his web site, you agree to these te e subject to criminal prosecution ir . If you do not agree to these term	federal court. Misuse of	this application could	also lead to a potential	
Don't Accept Acce	pt				-





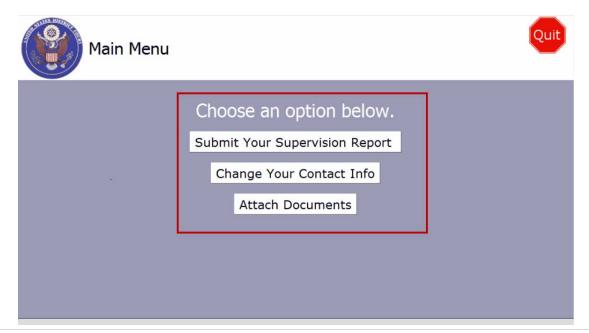
Your personal information and picture display. If this is you, click **Yes**. Otherwise, click **No** to end your session.

Supervision Repo	ort	Quit
	Personal Information	^
	Is This You?	
	Name: Minnie Mouse Date of Birth: 2/16/1968 District: Arizona Officer: Mike Acosta	
	Yes 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 certification screen displays. To certify that you will answer the questions correctly, click **I Agree**.

Supervision Report for March 2020	Quit 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.

Suj	pervision Report fo Please update your	r March 2020
Address 1: Address 2: City: State: Zip: County:	6.5 Miles N.E. of Chilchinl Chilchinbeto Arizona ¥ 86033	Residence Type: Occupancy Type: Other Describe: Residential Hazards/Security (Animals, unsafe stairs, gates, etc.):
Start Date:	1/11/2019 mm/dd/yyyy	





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

A REAL	Supervision Report for October 2012		Quit
	Summary & Review		
	Please review your answers and make any necessary corrections. When finished reviewing, press "Continue" (at bottom).		<b></b> b
	Press any link to hide or show its detail data, or "Hide Answers" to hide <b>all</b> 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  Continue	Change	

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

AN ALL	Supervision Report for March 2020			Qu	uit
	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? ${ m N}$	Change			
	Other than an arrest or charges reported in the previous question, were you questioned/o by any law enforcement officers/agents in the past month? $\rm~No$	Change	cket		
	Were any pending charges against you disposed of in the past month? $~{\rm No}$	Change			
	Was anyone in your household arrested or questioned by law enforcement in the past mo	Change			
	Did you have contact with anyone having a criminal record in the past month? $~{\rm No}$	Change			
	Did you possess or have access to any firearms in the past month? $\ {\rm No}$	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 f	or Marcl	n 2020		Quit
Check which it and f		rent or have vide the data	access to	^
Post Office box:	✓	Location Name:	Brownsville, ILL	
		Address:	234 6th St	
		Box #:	3456	
Safety Deposit box:	•			
Storage Space:				~
E	Back	Continu	le	

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	Qu	it
Reason for missed Sessions: [ Left Blank ]		^
The number of Treatment sessions attended and missed this past month [4] Change		
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 ]		
	▼	~
Continue		

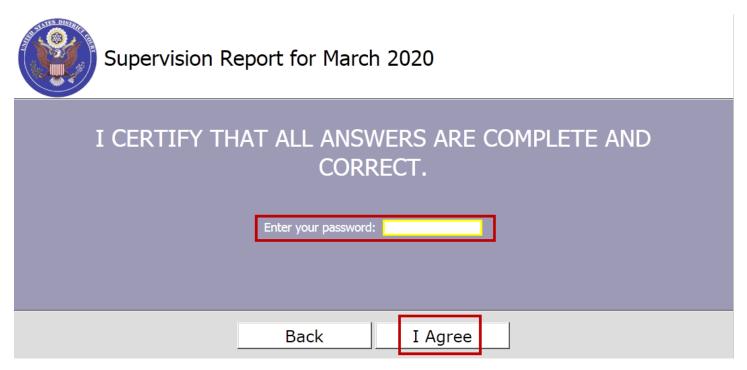




If you have files to attach, click **Yes**. Otherwise, click **No**. If you click **No**...

Supervision Rep	ort for Octo	ber <b>2019</b>	Quit
Do y	-	file(s) to at	tach?
	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.



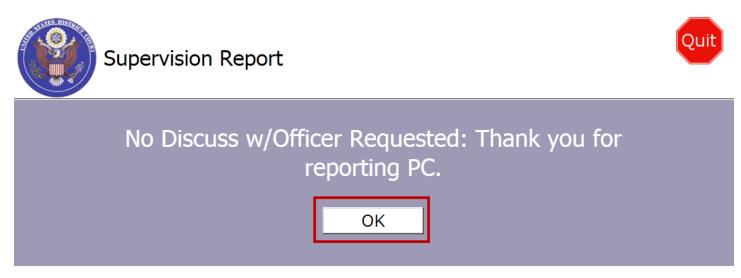




If you would like an email confirmation confirming your submission, click **Yes**. Otherwise, click **No**.



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

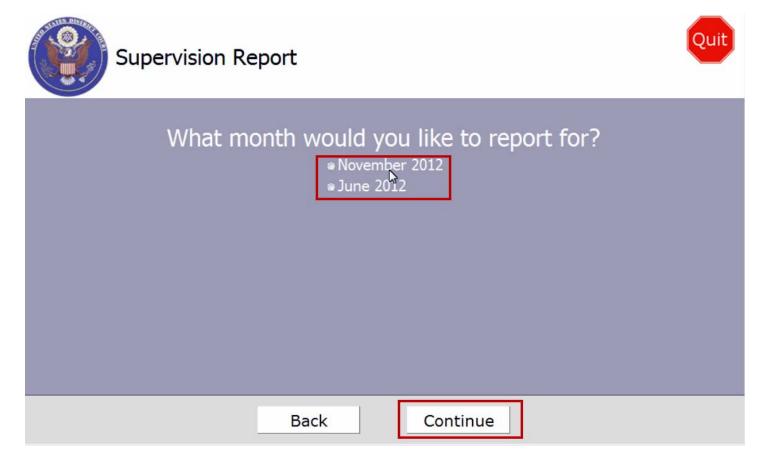




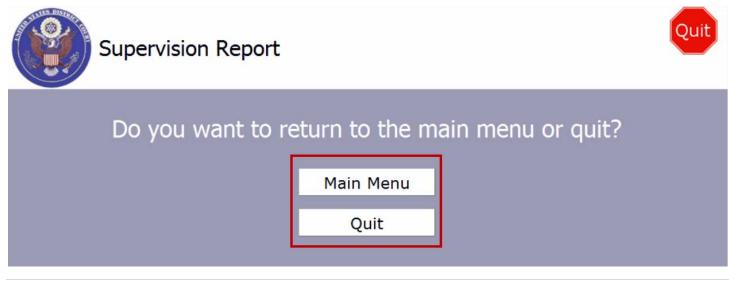


If reports are missing from prior months, they display here. If you want to complete them, click the radio button for the desired month, and then click **Continue** to repeat the process.

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



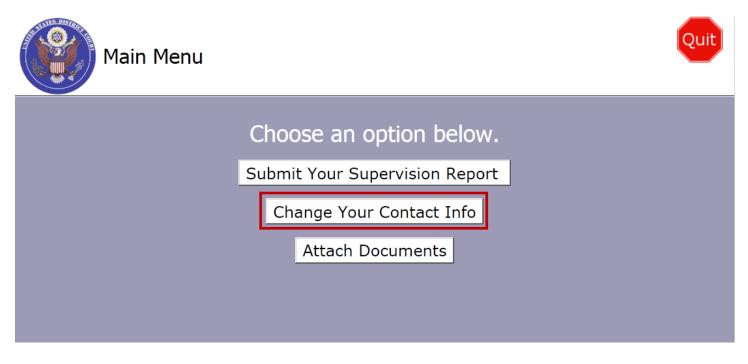
Click **Quit** to submit your report and log out, or click **Main Menu** to return to the Main Menu screen.



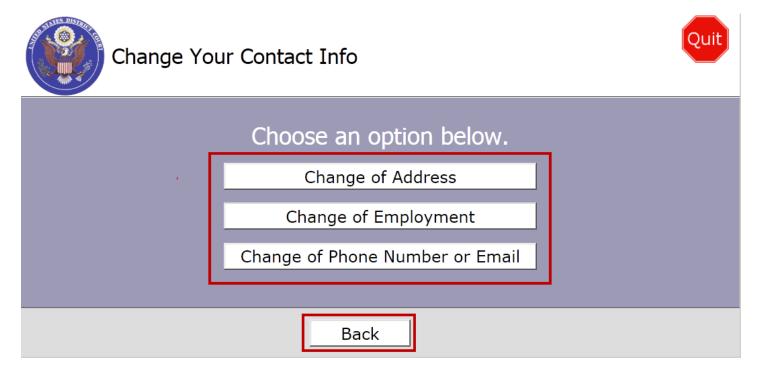




From the Main Menu screen, you can change your contact information. Click **Change Your Contact Info**.



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.







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	Quit
	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	Quit
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 (.jpggif 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 then 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	

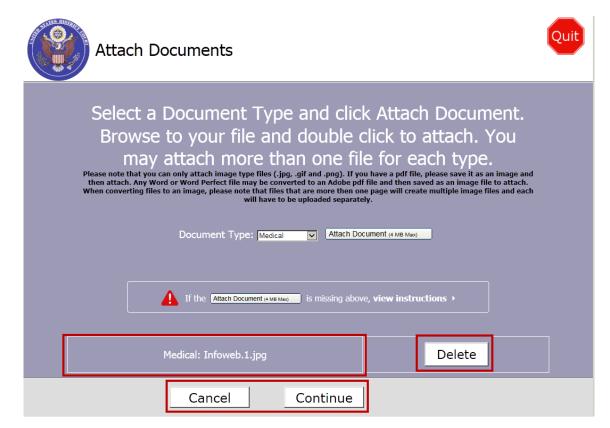




To browse your directory and attach a file, locate and click the desired file, and then click **Open**.

Att;	<b>E Select file(s)</b> Look in:	to upload by aoersint-e-	•app1.tadu.dcn		]+		×	Quit
	<b>3</b>		Date	- Type	▼ Size ▼ Tags	<b>•</b>	_ <b>_</b>	
		AUDIO_TS	10/8/2018 11:44 AM	File folder				
	Recent Places	VIDEO_TS	10/8/2018 11:44 AM	File folder				
Colo		3-26-2018 9-16-59 P.		PNG image	201 KB			
Sele		Log dc3.png	1/21/2019 10:21 AM	PNG image	320 KB			
	Desktop	Loc4.png	1/21/2019 10:33 AM	PNG image	309 KB			
Bro	<u></u>	Long	1/21/2019 10:42 AM	PNG image	299 KB			
DIC		Loc.png	2/9/2019 9:33 AM	PNG image	291 KB			
	Libraries	R dc7.png	2/9/2019 10:34 AM	PNG image	283 KB			
	<b>N</b>	Sinfoweb. 1.jpg	4/23/2018 7:58 AM	JPEG image	13 KB			
Please no		Infoweb.2.jpg	4/23/2018 8:00 AM	JPEG image	9 KB		ige	
and ther	Computer	Infoweb.3.jpg	4/23/2018 8:03 AM	JPEG image	14 KB		to	
attach. Wh		Infoweb.4.jpg	4/23/2018 8:09 AM	JPEG image	13 KB 17 KB		files	
		Infoweb.5.jpg	4/23/2018 8:10 AM	JPEG image	3 KB			
	Network	Infoweb.6.jpg	4/23/2018 8:19 AM	JPEG image JPEG image	3 KB 4 KB			
			4/23/2018 9:41 AM	-				
		Infoweb.8.jpg Infoweb.9.1.png	4/23/2018 9:56 AM 4/23/2018 9:58 AM	JPEG image PNG image	11 KB 5 KB			
			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	-	10 KB			
		Infoweb.9.3.jpg	4/23/2018 10:03 AM	JPEG image	10 KB		<b>•</b>	
		File name:				Open		
		rile name.						
Files of type:         Allowed File Types (* jpg.* jpeg.* jpg.*								
_							11.	
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	<u> </u>	II the Attach Docu	IS I	missing above,	view instructions			
			1	1				
		Cancel	Co	ntinue				

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.

