

## INSTRUCTIONS

Please follow these instructions in order to properly prepare your motion for modification or termination of probation. Although this matter is related to your criminal case, this office cannot represent you unless the judge appoints us to do so.

You will need to complete all of the attached forms as follows:

1. Please fill in your name, case number, and section on all of the attached documents (the Notice of Hearing, Motion and Order).
2. Fill in the blanks in the Motion, Order and Notice of Hearing.  
Words in **bold** and separated by a slash (/) signal a choice. You must circle one of the options. For example, if your case was a felony case, it was heard in the Circuit Court. Circle the word "CIRCUIT" in the heading of the MOTION, NOTICE OF HEARING and ORDER.
3. Contact the judge's judicial assistant in order to get a hearing date on your motion.
4. Once you have a hearing date, fill it in on the Notice of Hearing.
5. You must sign the Notice and Motion (**do not sign the Order**).
6. Once the documents are completed, you must:
  - A) File the **ORIGINAL** motion, order and notice with the Clerk's Office.
  - B) Send a **COPY** of the motion and notice to the State Attorney's Office.
  - C) Send a **COPY** of the motion and notice to your probation/community control officer.
7. When you come to court, bring the documents that verify the conditions you claim have been complete.
8. Be sure to keep copies of all documents for your records.