ATTENTION: THIS IS NOT A LEGAL DOCUMENT. IT IS A LIST TO HELP YOU KEEP TRACK OF YOUR RESPONSIBILITIES. IF YOU HAVE QUESTIONS ABOUT WHAT YOU ARE REQUIRED TO DO, PLEASE CONTACT YOUR ATTORNEY [ATTORNEY NAME] AT [PHONE NUMBER]. IF A BOX IS CHECKED, IT IS A REQUIREMENT.

* **INCARCERATION:**
	+ You are to report to Jail on [DATE] at [TIME] at [NAME OF BUILDING AND ADDRESS]. You will serve [AMOUNT OF TIME] for this offense.
	+ You have been granted permission to use the Electronic Monitoring Program. You must serve [AMOUNT OF TIME] and begin on [DATE]. If you do not serve your time with Electronic Monitoring you must report to jail on [DATE] at [TIME]. **IF YOU DO NOT CONTACT THEM IN TIME, YOU MAY RECEIVE NEW CHARGES.**
		- You must contact [POINT OF CONTACT] by [DATE] to set up:

□ Jail

□ Jail with work release

□ Electronic Monitoring

□ Other

* **SUPERVISION:**
	+ You have been ordered to serve [NUMBER] years on probation. You must present yourself at [DOC ADDRESS] in the next [TIME]. You may also call [PHONE NUMBER] to check in. Please bring someone who can translate for you if you are able.
* **MONEY OWED:**
	+ Fines: You have been assessed a total of [FINE TOTAL]. You may make in-person payments at the Clerk of Courts located at [NAME OF BUILDING AND ADDRESS] or online at: https://www.iowacourts.state.ia.us/ESAWebApp/EPayment/EPaymentSearchFrame.jsp
	+ Restitution/Court Costs/Surcharge: You have been assessed a total of [FINE TOTAL]. You may make in-person payments at the Clerk of Courts located at [NAME OF BUILDING AND ADDRESS] or online at: https://www.iowacourts.state.ia.us/ESAWebApp/EPayment/EPaymentSearchFrame.jsp
	+ You have been ordered to pay restitution to [VICTIMS] in the amount of [DOLLAR AMOUNT]. You may make in-person payments at the Clerk of Courts located at [NAME OF BUILDING AND ADDRESS] or online at:https://www.iowacourts.state.ia.us/ESAWebApp/EPayment/EPaymentSearchFrame.jsp
* **REQUIREMENTS:**
	+ Drinker Driving School:
		- You are required to attend Drinker Driving School.
		- Attached is a list of providers that provide Drinker Driving School in your language.
	+ Mental Health Evaluation:
		- You are required to get a Mental Health Evaluation in the next [TIME]. You are required to follow the recommendations of the evaluation for [TIME].
	+ Substance Abuse Evaluation:
		- You are required to get a Substance Abuse Evaluation in the next [TIME]. You are required to follow the recommendations of the evaluation for [TIME].
	+ Substance Abuse Services:
		- You have been ordered to participate in substance abuse services. Contact [PHONE NUMBER] within [TIME] from this order or from when you are released from jail to set up.
	+ Victim-Offender Dialogue (VOD):
		- You have been ordered to participate in Victim-Offender Dialogue (VOD). Contact [PHONE NUMBER] within three business days from this order or from when you are released from jail to set up.
	+ Community Service:
		- You have been ordered to serve [NUMBER OF HOURS] of community service. Contact the probation office at [PHONE NUMBER] to set this up.
	+ Iowa Domestic Abuse Program:
		- You have been ordered to attend the Iowa Domestic Abuse Program. Please contact [POC] to set up classes.
	+ Sex Offender Registry:
		- You have been ordered to register on the sex offender registry for [NUMBER] years. You must present yourself at [ADDRESS] in the next [TIME]. Please bring someone who can translate for you if you are able. FAILURE TO DO SO MAY BECOME A NEW CHARGE.
	+ Fingerprinting/DNA:
		- You have been ordered to provide your fingerprints. You must present yourself at [ADDRESS] in the next [TIME]. Please bring someone who can translate for you if you are able.
		- You have been ordered to provide your DNA. You must present yourself at [ADDRESS] in the next [TIME]. Please bring someone who can translate for you if you are able.
* **RESTRICTIONS:**
	+ No-Contact Order:
		- There is a No-Contact Order in your case. It means you are not allowed to contact [VICTIM]. It is in place for [TIME]. You are not allowed to contact [VICTIM] in any way including: text, social media, in person, or by asking another person to contact them.
		- You are allowed to have contact with [VICTIM] using [MEANS OF CONTACT] for [REASON].
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