## **REPORTING INSTRUCTIONS**

## You have been ordered to pretrial supervision by the court.

## You may ask yourself, “What do I do next?”

## **First**:

## You must report to the nearest pretrial office upon your release. The addresses for the pretrial offices are listed below. If you are not near one of these offices – you must:

## **CALL: 1-833-500-5090 within 24 hours of your release from custody**

## **Failure to physically report or contact our office to receive supervision and reporting instructions may result in a warrant being issued for your arrest.**

## **Second:**

## Upon calling or reporting to your local pretrial office, you will be assigned a Pretrial Officer. Your Pretrial Officer will review your conditions of release, provide you with supervision instructions for reporting, identify future court dates, assist you with any treatment or services, and answer any questions you may have regarding pretrial supervision. It is extremely important that we have a correct **address** and **phone number** on file for you. This is a requirement of compliance with Pretrial supervision.

**Third:**

You should notify your Pretrial Officer as soon as you have obtained or been appointed an attorney. Provide your attorney the contact information for your Pretrial Officer. If you intend on representing yourself, let the Pretrial Officer know. This helps us ensure that we can protect your rights and coordinate with your attorney if we have any questions.

**Fourth:**

If you change your address, phone numbers, or employment you must immediately notify your Pretrial Officer and your attorney. If you have contact with any law enforcement while on pretrial supervision, notify your Pretrial Officer immediately.

**Fifth:**

Successfully complete pretrial supervision by following your conditions of release and fulfil any court ordered requirements with help from your Pretrial Officer, your attorney, and the court.

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| **Anchorage Office**  619 E. Ship Creek Ave., Ste 249  Anchorage, AK 99501  doc.pretrial.anchorage@alaska.gov | **Fairbanks Office**  1648 S. Cushman St., Ste. 300  Fairbanks, AK 99701  doc.pretrial.fairbanks@alaska.gov |
| **Juneau Office**  2760 Sherwood Ln. Ste 2A  Juneau, AK 99801  doc.pretrial.juneau@alaska.gov | **Palmer (Mat-Su) Office**  515 E Dahlia Ave  Palmer, AK 99645  doc.pretrial.apalmer@alaska.gov |