

Commonly Filed Documents from Adult Probation

Documents Commonly Filed Subsequent to Case Initiation:

Reports **not** requiring a judicial officer's signature will be efiled with the court. Each document must be filed with a separate filing code; do not combine documents into one large document.

eFiling Code	Documents to be Attached	Document Security	Required Courtesy Copy or Service
Bail Study	Bail Evaluation ✓ Filing Description: Bail eval	Confidential	Attorneys & Chambers
Order for Conditional Release	Conditional Release Order ✓ Filing Description: Pretrial Release	Confidential	
Other Investigation/Evaluation/Assessment Report	Criminal Record Summary ✓ Filing Description: CRS	Confidential	Attorneys & Chambers
Predisposition Investigation Report	Pre-Plea Investigation Report ✓ Filing Description: PPI	Confidential	Chambers
Presentence Investigation Report	Presentence Investigation Report ✓ Filing Description: PSI	Confidential	Chambers
Probation Violation Report	Probation Violation Report ✓ Filing Description: Add'l info since A&D issued	Confidential	Attorneys & Chambers
Probation Violation Report	Probation Summons ✓ Filing Description: & Summons to appear	Confidential	
Probation Violation Report	Probation Report (Post Booking) ✓ Filing Description: Post booking report	Confidential	
Report-Other	Any report of completion of probation terms ✓ Filing Description: XXXX satisfied/completed	Confidential	
Sentencing Worksheet	Sentencing Guidelines Worksheet ✓ Filing Description: GLWS	Confidential	Chambers

Document's requiring a Judicial Officer's signature before filing should be emailed as a word document along with supporting reports, to the Judicial Officer for approval. Once reviewed and signed judicial chambers will efile the documents and copy the requester. If the proposed order is not approved; judicial staff will return the report and order back to the requester via email.

****In the subject line of the email include: defendant's last name, first name, if in custody and where in custody***

Document(s) to be forwarded	Send to
Proposed Amendment of Sentence/Commitment aka Sentence modification	Original ordering judge chamber email See 4th District eFile Email Address OR <i>IF original signing judge is no longer on the criminal bench- Signing judge at 4thHCGCsigningjudge@sp.courts.state.mn.us</i> *Note if in custody and where the defendant is being held
Order Discharging defendant from probation and dismissing the complaint pursuant to MN§152.18	Original ordering judge chamber email See 4th District eFile Email Address OR <i>Signing judge at 4thHCGCsigningjudge@sp.courts.state.mn.us</i>
Report of probation officer and order suspending execution of sentence permanently and restoring civil rights	Original ordering judge chamber email See 4th District eFile Email Address OR <i>Signing judge at 4thHCGCsigningjudge@sp.courts.state.mn.us</i>
Report of probation officer and order suspending imposition of sentence permanently	Original ordering judge chamber email See 4th District eFile Email Address OR <i>Signing judge at 4thHCGCsigningjudge@sp.courts.state.mn.us</i>
Probation Violation Report (with violation of conditional release) <i>and</i> Proposed Order for issuance of bench warrant	Original ordering judge chamber email See 4th District eFile Email Address OR <i>IF original signing judge is no longer on the criminal bench- Signing judge at 4thHCGCsigningjudge@sp.courts.state.mn.us</i> *Note Warrant Rqst & if in custody and where the defendant is being held
Probation Violation Report (with violation of probation) <i>and</i> Proposed Order of the Court for Defendant's Arrest, Detention and Hearing	Original sentencing judge chamber email See 4th District eFile Email Address OR <i>IF original signing judge is no longer on the criminal bench- Signing judge at 4thHCGCsigningjudge@sp.courts.state.mn.us</i> *Note Warrant Rqst & if in custody and where the defendant is being held