

Filing a Petition For Early Release from Supervision

To qualify for early release from supervision you must have served at least one-half of your minimum sentence, complied with all the requirements of your supervision and paid all of your fines and costs or completed all community service in order to pay fines and costs. You will need to attach a copy of the Case Financial Information page from your criminal case docket.

1. Fill out the Motion Cover Sheet.
 - a. At the top, write your name in the blank space below the word "vs." in the top left corner of the form.
 - b. Write the docket number of your criminal case after the words "Docket No." in the top right corner of the form.
 - c. Leave the "Case assigned to Judge" space blank.
 - d. In Section 1, write your name after the words "Name of filing party".
 - e. Leave Section 4 blank.
 - f. Leave section 5 blank.
 - g. In section 6, write your name, address and phone number below the initials "APO".
 - h. Do not write anything below the word "ORDER".

2. Fill out the Petition.
 - a. Near the top of the page, write your name on the blank line above the word "Defendant".
 - b. After the initials "CR", write your criminal case number.
 - c. Write your name on the blank line after the words "AND NOW, comes the Defendant".
 - d. In paragraph 1, on the first blank line, write the date you were placed on supervision (the date you began serving the term of supervision), then write the term of supervision on the second blank line and the offense on the third blank line.
 - e. Sign the petition on the blank line below the words "Respectfully submitted".

3. Fill out the Verification.
 - a. Near the top of the page, write your name on the blank line above the word "Defendant".
 - b. After the initials "CR", write your criminal case number.
 - c. Write your name on the blank line after the word "I".
 - d. Sign the Verification on the blank line below the words "Respectfully submitted".
4. Obtain a copy of the Case Financial Information from your criminal case docket by visiting ujportal.pacourts.us. Click on "case information", then "court case" then "common pleas". Change the search type to "participant name", type in your last and first name and then choose "Lycoming" from the drop-down menu in the "County" box. Click on "search". From the list of cases that comes up, put your cursor on the icon to the left of the docket number of the relevant case and then choose "docket sheet". Scroll down to the last section, "Case Financial Information". Print this page and include it with the other documents.
5. Make three copies of the Cover Sheet, Petition, Order and Case Financial Information page.
6. Take all of the documents to the Clerk of Court's Office for filing. There is no filing fee.
7. The petition will be sent to the judge's office for review. The court will contact the Adult Probation Office to verify the case status and whether the conditions have been met. If the conditions have been met, the court will enter an Order granting the petition and you will receive a copy in the mail. If the court is unable to verify that the conditions have been met, an order will be entered scheduling a hearing and you will receive notice of that hearing in the mail.

**COURT OF COMMON PLEAS, LYCOMING COUNTY, PENNSYLVANIA
MOTION COVER SHEET**

Caption (may be abbreviated)
COMMONWEALTH

Docket No. _____

vs.

Case assigned to Judge _____

none

Family Court Hearing Officer

1. Name of filing party: _____
2. Filing party's attorney: Pro se
3. Type of filing: PETITION FOR EARLY RELEASE FROM SUPERVISION

<p>4. The following is/are requested:</p> <ul style="list-style-type: none"><input type="checkbox"/> Argument<input type="checkbox"/> Evidentiary Hearing<input type="checkbox"/> Court conference<input type="checkbox"/> Rule to show cause<input type="checkbox"/> Entry of uncontested order (attach supporting documentation)<input type="checkbox"/> Expedited consideration. State the basis: _____ <p><input type="checkbox"/> Video conferencing requested. Request form has been submitted. See Lyc. Co. R.G.C.B. L8.</p> <p><input type="checkbox"/> Attach this cover sheet to original motion previously filed on: _____</p> <p>5. Time required: _____</p>	<p>6. Name and addresses of all counsel of record and unrepresented parties:</p> <p>DA _____</p> <p>APO _____</p> <p><input type="checkbox"/> Continued on separate sheet.</p>
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ORDER

1. ___ An ___ argument ___ factual hearing ___ court conference is scheduled for _____ at ___ M. in courtroom no. ____, Lycoming County Courthouse, Williamsport, PA.
2. ___ Briefs are to be filed by the following dates:
Filing party _____.
Responding party(ies) _____.
3. ___ A rule is issued upon respondent to show cause why the petitioner is not entitled to the relief requested.
4. ___ A response to the motion/petition shall be filed within _____ days.
5. ___ See order attached. ___ See separate order issued this date.
6. ___ Other _____

Judge

Date

cc: ALL PARTIES OR OTHERS TO BE SERVED WITH NOTICE MUST BE DESIGNATED IN "6." ABOVE.
NOTICE: The parties are directed to confer for the purpose of resolving any issue raised in the motion/petition. If a resolution is reached prior to the scheduled date, the moving party shall immediately notify the court scheduling technician, the judge or hearing officer assigned to hear the matter, and all counsel of record or parties if unrepresented. Such notice may be in writing or by email.

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA

COMMONWEALTH OF PENNSYLVANIA

v.

Defendant

:
:
:
:
:
:

CR-_____-_____

EARLY RELEASE

MOTION FOR EARLY RELEASE FROM SUPERVISION

AND NOW, comes the Defendant, _____, *Pro se*,
and respectfully represents the following:

- 1. On _____, in the above captioned matter Defendant was placed on supervision for a period of _____ for the offense of _____.
- 2. The Defendant has complied with all the requirements of his/her supervision.
- 3. The Defendant has paid all of his fines and costs or completed community service in order to pay fines and costs.

WHEREFORE, the Defendant prays this Honorable Court to schedule a hearing and after argument, grant an early release from supervision.

Respectfully submitted,

_____, *Pro Se*

cc: APO
DA

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA

COMMONWEALTH OF PENNSYLVANIA

v.

CR-_____-_____

_____,
Defendant

VERIFICATION

I, _____, *Pro Se*, do hereby verify that the statements contained in the above Motion are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein made are subject to the penalties of 18 Pa.C.S. Section 4904 relating to unsworn falsifications to authorities.

Respectfully submitted,

_____, *Pro Se*

cc: APO
DA