

Request to Waive or Reduce Cost of Supervision (Probation Fees)

If you have been ordered to pay the cost of supervision in multiple cases or are unable to pay the cost of supervision you can file a request with the court to waive or reduce those fees.

Step 1. Contact Your Probation Officer

Contact your probation officer to determine what information you may need to provide regarding your income.

Step 2. Complete the *Motion* form

You can complete the *Motion to Change Cost of Supervision and Request for Hearing* online here: <https://isc.idaho.gov/Probation-Forms>, or you can print out and complete the forms in black ink.

Fill in your contact information at the top of each form. Fill in the district, county, case number, and your name on each form. You can obtain this information from the court if you do not have it.

In the body of the form indicate the type of change you are requesting to your cost of supervision, and the reasons for your request.

Complete the Certificate of Service on each form, by listing the address for the county prosecutor's office.

Multiple Cases

If you have been ordered to pay the cost of supervision in more than one case you must complete and file a *Motion* in each case for which you would like to request a waiver or reduction.

Note: If a hearing is scheduled on your *Motion*, the judge may want to know in which other cases you are serving probation. Obtain the case number for all cases from the court, or the iCourt Portal at: <https://icourt.idaho.gov/>

Step 3. File your *Motion* with the Court

Sign and date your *Motion* and make 2 copies, 1 for you and 1 for the prosecutor's office. To file, take your original document and copies and file them with the court. Repeat this for each case where you are making this request. There is no cost to file the form.

The court clerk will return the copies of the *Motion* to you; you must then mail 1 copy to the prosecutor's office and keep 1 for your records.

Step 4. The judge reviews your *Motion*

The judge will review the *Motion* and determine whether a hearing is necessary to discuss your request. If the judge grants your *Motion* without a hearing, you will receive a copy of the *Order*.

You will receive a Notice of Hearing if the judge determines that a hearing must be set to discuss your *Motion*.

The judge may ask you to provide an Order.

You can find the *Order RE: Cost of Supervision* online at: <https://isc.idaho.gov/Probation-Forms>. Complete the top part of the form and then file it with the court.