

**ADULT PROBATION AND PAROLE DEPARTMENT
201 WEST FRONT STREET
MEDIA, PA 19063
(610) 891-4591 (610) 891-4590
FAX (610) 891-7294**

***ACCELERATED REHABILITATIVE DISPOSITION
A.R.D.. PROBATION***

--You have been placed on **ARD Probation** for a period of one year. Your **MAX DATE** (or end of your probation period) is:

--Your case will be supervised by **MONITOR CONNECT** (www.monitorconnect.com)
Information will be provided

---If you were represented by a Private Attorney then you are required to pay your court costs in full today. However, you may make payments towards your supervision fees. Your supervision fee is \$40.00 per month for every month you are on Probation. You will receive your exact balance and the address to make your payments to within the next four to six weeks. Checks and/or Money Orders are to be made payable to **COURT FINANCIAL SERVICES (C.F.S.)** and mailed to their office at 201 West Front Street, Media, PA 19063.

---You must complete **ALL** conditions and be **PAID IN FULL** a *minimum of one month prior to your max date*. If you do not complete your conditions and payments, then your case will be listed for removal from ARD and you will receive notice to return to court. If you are removed from the program, you will stand trial for your arrest.

---Notify our department immediately if you have an address/phone number change or if you have a new arrest.

Telephone Numbers You May Need:

Community Service Department
(610) 891-5393

License Suspension
Office of Judicial Support (OJS)
(610) 891 -4395

CHESTER
151 W. 5th Street
Chester, PA 19013
610-447-1746
Fax 610-447-1728

SHARON HILL
Calcon Hook and
Tribbett Avenue
Sharon Hill, PA 19079
610-461-8287
Fax 610-461-8289

UPPER DARBY
6909 Ludlow Street
Sixth Floor
Upper Darby, PA 19082
610-713-2525
Fax 610-713-2538

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A.R.D. PROBATION SUPERVISION

As part of your acceptance into the A.R.D. Program you will be monitored by the Office of Adult Probation and Parole.

At this point you will not be required to report in person to the Office of Adult Probation and Parole but will be required to report through a court supervision service website.

The website is WWW.MONITORCONNECT.COM

Our office will enter all of your information but you must log on and register on the system.

To Access Monitor Connect—Go to

---www.monitorconnect.com and sign in. Your ID is your telephone number or email address that you provided.

--On your first visit to the website you must complete your Registration. You will verify your identity and select a pin number. We suggest you use the last 4 digits of your social security number as your pin number because it must be a number that you will remember. You will need it to access MONITOR CONNECT.

--Once you enter the system you will be required to answer several questions. MONITORCONNECT will walk you through step by step.

--You will be required to report in once per month on the day of the month on which you were born. For example, if your birthday is March 22, you will report on the 22nd of every month. MonitorConnect will send you reminders if you forget to report.

--The cost is \$7.00 per month for MONITORCONNECT. You will pay for MONITORCONNECT directly through them with a credit card, debt card, or a pre-paid visa card (*prior to using the prepaid card you must call the phone number on the back of the card and register your zip code*). You may pay in increments of 6 months (\$42.00) or 12 months (\$84.00). You will not pay Court Financial Services for this service. Your payments for your court costs and supervision fees are the only fees paid to Court Financial Services.

Please see attached brochure for step by step instructions on using MONITORCONNECT.

You will receive an additional letter from our Department outlining what conditions you must complete and your balance of Court Costs and Supervision fees. Please keep in mind that all conditions must be completed and you must be paid in full one month prior to your max date.

Thank you for your time and attention regarding this very important matter.
The Office of Adult Probation and Parole Services (A.R.D. Unit)

**CHANGE OF ADDRESS/NEW ARREST
A.R.D. CLIENTS ONLY**

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CHECK ONE:

- CHANGE OF ADDRESS
- NEW ARREST

NAME: _____ **IND. #:** _____

NEW ADDRESS: _____

NEW PHONE: _____

NEW ARREST:

DATE: _____ **POLICE DEPT.:** _____

CHARGE(S): _____

**MAIL TO: ADULT PROBATION AND PAROLE SERVICES
ATTN: ARD DIVISION
201 WEST FRONT STREET
MEDIA, PA 19063**