

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CRIMINAL DIVISION**

The Honorable

**COMMONWEALTH OF PENNSYLVANIA,**

vs.

Case No. \_\_\_\_\_

\_\_\_\_\_  
Defendant

**DOCUMENTATION TO BE PROVIDED**

**COMMONWEALTH DOCUMENTATION**

- ☐ Plea Summary
- ☐ Guidelines
- ☐ Restitution (if applicable)

**DEFENSE DOCUMENTATION**

- ☐ Guilty Plea Colloquy
  - ☐ Supplemental Waiver Colloquy
  - ☐ Sorna Colloquy (SOC cases)
  - ☐ Charge Specific Conditions (SOC cases)
- If Defendant is remote or incarcerated, please fill out the following:**
- ☐ Probation Intake Information Sheet
  - ☐ Rules of Probation

**IF YOUR CLIENT IS INCARCERATED, YOU MAY USE THE LINK BELOW TO SET UP A VIRTUAL APPOINTMENT:**

<https://www.alleghenycounty.us/jail/contact/professional-visits.aspx>

**IF THE GUIDELINES ON THIS CASE CALL FOR INCARCERATION AND DEFENDANT IS OUT ON BOND, A REMOTE HEARING IS NOT APPROPRIATE AND THIS FORM IS NOT NEEDED.**

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA

COMMONWEALTH OF PENNSYLVANIA : CRIMINAL DIVISION

vs. :

\_\_\_\_\_ : CC No. \_\_\_\_\_

**GUILTY PLEA**  
**EXPLANATION OF DEFENDANT'S RIGHTS**

You or your attorney have indicated to the officers of this Court that you wish to plead guilty to certain specific criminal charges which the Commonwealth of Pennsylvania has brought against you.

To have your plea accepted by this Court here today, you must waive your right to confront the prosecution witnesses against you and agree to permit the Attorney for the Commonwealth to summarize the Commonwealth's evidence against you. You must agree to stipulate to the authenticity and accuracy of any Crime Laboratory reports presented by the Commonwealth and to the chain of custody of any of the Commonwealth's evidence involved in your case.

You must fully understand that your plea must be voluntary and no clemency is being promised in exchange for your plea, with the exception of any plea bargain or arrangement previously agreed to between your attorney and the Assistant District Attorney assigned to your case.

By pleading guilty to any charge, you are admitting that you committed that offense. The Commonwealth would not have to prove *beyond a reasonable doubt* each and every element of the offenses with which you are charged as would be required in a jury or non-jury trial.

Please be advised that you must fully understand that the Constitution of the United States of America and the Constitution of the Commonwealth of Pennsylvania give to you an absolute right to have a trial by judge or by jury.

\_\_\_\_\_  
Defendant's Initials

If you intend to waive your Constitutional right to a trial by judge or by jury, please answer all the questions on this form. Most of the questions are designed to be answered "yes" or "no." Where general information is requested, please answer the question as fully as possible.

If you do not understand the question, you should say so in writing on this form. You should also tell your lawyer and the judge who hears your case so they can explain it to you. You must fully understand all of your rights before the judge can accept your plea.

**You should initial each page at the bottom after you have read, understood, and completed your answers to the questions on that page. When you have finished all of the questions, you must sign the form at the end.**

1. What is your full name? \_\_\_\_\_
2. How old are you today? \_\_\_\_\_
3. What is the highest grade that you have completed in school? \_\_\_\_\_

**Answer either "Yes" or "No" to the following questions:**

4. Do you read, write, and understand the English language? \_\_\_\_\_
5. Do you understand that if you have been charged with more than one offense, the Court may impose a separate, or consecutive, sentence for each offense? \_\_\_\_\_
6. Have you discussed with your attorney the elements of each charged offense? \_\_\_\_\_
7. Have you discussed with your attorney the factual basis of each charged offense?  
\_\_\_\_\_
8. Have you discussed with your attorney how the facts in your case prove the elements of each charged offense? \_\_\_\_\_
9. Do you understand that both the Constitution of the United States of America and the Constitution of the Commonwealth of Pennsylvania give you an absolute right to a trial by jury? \_\_\_\_\_

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Defendant's Initials

10. Do you understand that if you want a jury trial, you could take part in the selection of the jury under Court supervision along with your attorney and with the Assistant District Attorney assigned to prosecute your case? \_\_\_\_\_
11. Do you understand that you and your attorney and the Assistant District Attorney assigned to prosecute your case would select a jury from a panel of jurors randomly selected by computer from the voter registration lists and other legally approved lists of citizens of Allegheny County?  
\_\_\_\_\_
12. Do you understand that both the defense and prosecution would have the right to “challenge” members of the jury panel and that this means you and the prosecution would have the right to cause certain persons on the jury panel from being a member of the jury in your case? \_\_\_\_\_
13. Both you and the prosecution would have as many challenges “for cause” as the court would approve. “For cause” means a good reason why the challenged person could not be a fair and impartial juror in your case. Do you fully understand this? \_\_\_\_\_
14. Both you and the prosecution would each also have a number of peremptory challenges. A peremptory challenge is one in which no reason has to be given to prevent a prospective juror from being a member of your jury. If you are charged with felonies, both you and the prosecution each have seven peremptory challenges. If you are charged only with misdemeanors, both you and the prosecution each have five peremptory challenges. Do you fully understand this? \_\_\_\_\_
15. All twelve members of the jury finally selected would have to be satisfied that the Commonwealth had proven your guilt beyond a reasonable doubt on each and every element of the charges; that is, the vote of all twelve must be unanimous before you could be found guilty. Do you fully understand this?  
\_\_\_\_\_
16. You also may choose to be tried before a judge without a jury in what is called a non-jury or bench trial and that the judge, in addition to ruling on legal questions and defining the law as in jury trials would also sit as the trier of fact, the same as a jury in a jury trial; and it would be the judge who determines from the evidence presented whether the Commonwealth has proven you guilty beyond a reasonable doubt. Do you fully understand this? \_\_\_\_\_

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Defendant's Initials

17. In either the jury trial or non-jury trial before a judge, you enter the courtroom clothed with the presumption of innocence and that presumption remains with you until such time that all the members of the jury or the judge in a non-jury trial, would find you guilty beyond a reasonable doubt. Do you fully understand this? \_\_\_\_\_
18. In either a jury trial or non-jury trial, it is the burden of the Commonwealth to prove you guilty “beyond a reasonable doubt,” and to do this the Commonwealth must prove each and every element of the crime or crimes with which you are charged “beyond a reasonable doubt” to the satisfaction of all twelve jurors or to the satisfaction of the judge. Do you fully understand this? \_\_\_\_\_
19. A reasonable doubt is an honest doubt arising from the evidence presented or from the lack of evidence, and it is the kind of doubt that would cause a reasonable, prudent person to pause and hesitate before acting in a matter of importance in their own affairs. Do you fully understand this? \_\_\_\_\_
20. In either a jury trial or a non-jury trial, you have the absolute right to remain silent and need not present any evidence in your own behalf and there is no burden placed on you to prove your own innocence or, for that matter to prove anything since the burden is always on the Commonwealth to prove you guilty beyond a reasonable doubt. Do you fully understand this? \_\_\_\_\_
21. However, in either a jury trial or a non-jury trial before a judge, you have the right, if you so desire, to testify and present evidence on your behalf. You also would have the right, either yourself or through your attorney, to cross-examine or question any witnesses presented by the Commonwealth in order to test their credibility and the truthfulness of their testimony. Do you fully understand this? \_\_\_\_\_
22. By pleading guilty, you are giving up all of these rights described in the previous questions. Do you fully understand this? \_\_\_\_\_
23. Do you understand that if you are not a citizen of the United States, whether or not you have lawful immigration status, your plea or admission of guilt may result in detention, deportation, exclusion from the United States, or denial of naturalization or other immigration benefits? You have the right to seek advice from a lawyer about these issues before you admit guilt to any offense. You are not entitled to an immigration lawyer at public expense. Upon request, the court may allow you additional time to consult with an immigration attorney. Do you understand this? \_\_\_\_\_

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Defendant's Initials

24. When you plead guilty, the Commonwealth would not have to prove each and every element of the crime or crimes with which you are charged by the presentation of witnesses and/or other evidence but the Assistant District Attorney could simply present a summary of the evidence against you. Do you fully understand this? \_\_\_\_\_
25. By pleading guilty, you are admitting you committed the crimes charged. You are stating that you do not challenge or dispute the charges against you. Do you fully understand this? \_\_\_\_\_
26. By pleading guilty, you give up the right not only to file pretrial motions, but also you abandon or give up any pretrial motions already filed and not yet decided and any pretrial motions in which decisions were already made. Do you fully understand this? \_\_\_\_\_
27. Do you understand that by pleading guilty, you also give up the right to present or assert any defenses on your behalf? \_\_\_\_\_

These defenses might include alibi, self-defense, mental infirmity, or insanity. Have you discussed with your attorney why these defenses are not available in your case? \_\_\_\_\_

28. If you were convicted after a jury trial or non-jury trial, you could appeal the verdict to the appellate courts and raise any errors that were committed in the trial court, and this could result in a new trial or a dismissal. By pleading guilty, you are giving up this right. Do you fully understand this?  
\_\_\_\_\_
29. Do you fully understand that if you were convicted after a jury trial or a non-jury trial before a judge, you could challenge in this Court and in the appellate courts whether the Commonwealth had presented enough evidence to prove you guilty beyond a reasonable doubt? \_\_\_\_\_
30. By pleading guilty, you give up certain rights of appeal; in a jury trial or a non-jury trial, you would have the right to appeal any errors that might arise in your case to the appellate courts. However, when you plead guilty, you limit the grounds for those appeals to four specific reasons:

1. that this Court did not have jurisdiction in your case. With rare exception, this Court only has jurisdiction where the crime was committed in Allegheny County;

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Defendant's Initials

2. that the sentence or probation imposed by this Court is illegal;
3. that your plea was not knowingly, intelligently, and voluntarily made; and
4. Challenge the competence or effectiveness of the attorney who represents you.

All other grounds for appeal are given up. Do you fully understand this? \_\_\_\_\_

31. In order to raise a claim on direct appeal that your attorney was ineffective or incompetent, it is necessary for you to first raise that claim in a post sentence motion, filed within ten (10) days of your sentencing. Otherwise, you cannot challenge the competence of your attorney until the post conviction stage. Do you fully understand this? \_\_\_\_\_
32. Do you understand that you have the right to file a motion seeking to withdraw your guilty plea at any time prior to the date of sentencing? \_\_\_\_\_
33. Do you understand that you must be sentenced within ninety (90) days of the date of the entry of your plea of guilty? \_\_\_\_\_
34. Do you understand you have the right within ten (10) days after you have been sentenced to file a motion seeking to withdraw your guilty plea? \_\_\_\_\_
35. If you were to file a motion seeking to withdraw your plea of guilty, either prior to sentencing or within ten (10) days after sentencing, that motion must be filed in writing. If you would fail to do so within these time periods, you would give up those rights. Do you fully understand this? \_\_\_\_\_
36. In order to appeal your conviction that results from your plea of guilty, you must file in writing your motion seeking to withdraw your plea, either prior to sentencing or within ten (10) days after sentencing and state one or more of the four (4) grounds listed below as the basis for a motion seeking to withdraw your plea:
  - (a) Your plea was not knowing, intelligent and voluntary;
  - (b) That your crime was not committed within the jurisdiction of this Court, i.e. not committed within Allegheny County;

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Defendant's Initials

- (c) That the sentence of this Court is illegal; and/or,
- (d) That your attorney was ineffective and incompetent.

If you do not file this motion within the proscribed time limits, you will have given up this right. Do you fully understand this? \_\_\_\_\_

37. If your motion seeking to withdraw your plea of guilty, which is filed prior to sentencing, is denied you would have ten (10) days from the date of sentencing to file with this Court a post-sentencing motion challenging the denial of your motion to withdraw your plea of guilty. Do you fully understand this?  
\_\_\_\_\_

38. Following the imposition of sentence upon you for your entry of a plea of guilty, you have the right to file post-sentencing motions with this Court which include:

- (a) a motion challenging the validity of a plea of guilty;
- (b) a motion challenging the denial of a motion seeking withdrawal of a plea of guilty;
- (c) a motion to modify sentence.

Do you fully understand these rights? \_\_\_\_\_

39. If you would file any post-sentencing motions, those motions must be decided by this Court within one hundred twenty (120) days of the date of filing of said motions, or within one hundred fifty (150) days of the date of filing of those motions if you sought and were granted a thirty (30) day extension, which extension only you can request. Do you fully understand this? \_\_\_\_\_

40. If your post-sentencing motions are not decided within one hundred twenty (120) days of the date of filing, or within one hundred fifty (150) days of the date of filing, if you sought and received a thirty (30) day extension, then said motions are deemed to have been denied by operation of law and cannot be reconsidered by the trial Court. Do you fully understand this? \_\_\_\_\_

41. Should your post-sentencing motion be denied by this Court or by operation of law, you will receive, either from the trial Court or from the Department of Court Records, an order of court advising you of your appellate rights, the right to assistance of counsel, if indigent, the right to proceed *in forma pauperis*, and the qualified right to bail. Any appeal to the Superior Court must be filed within thirty (30) days of the denial of your post-sentencing motion. Do you fully understand this? \_\_\_\_\_

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Defendant's Initials



42. If you wish to file any of these motions with this Court or an appeal to the Superior Court of Pennsylvania and cannot afford an attorney to assist you to do so, the trial Court will appoint an attorney for you at no cost to you. Do you fully understand this? \_\_\_\_\_
43. When you plead guilty, and your plea is accepted by this Court, all that remains is for the judge to sentence you on the charges to which you are pleading; but if your plea is rejected, you have the right to proceed with a trial. Do you fully understand this? \_\_\_\_\_
44. Have you and your attorney discussed the maximum possible sentences which this Court could impose? \_\_\_\_\_
45. If there is a mandatory minimum sentence applicable and this mandatory sentence is sought by the Commonwealth, then this Court has no discretion to impose a lesser sentence and must impose at least the minimum sentence that is required by law. Do you fully understand this? \_\_\_\_\_
46. Are you aware that if the offenses with which you are charged do not require a mandatory sentence under the statutory law of Pennsylvania, this Court is not bound by the sentencing guidelines and may deviate from the guidelines; however, if the Court does so, both the District Attorney and you would have a right to appeal such deviation? \_\_\_\_\_
47. Do you understand that if you are entering a plea of guilty to the charge of Violation of the Vehicle Code: Driving Under the Influence of Alcohol, a Controlled Substance or both that independent of any sentence this Court might impose, the Department of Transportation has the right, upon receipt of notice of this conviction, to impose an additional penalty upon you? \_\_\_\_\_
48. Do you understand that any term of imprisonment imposed as a result of your plea may be imposed separately or consecutively, with any other sentence you are currently serving? \_\_\_\_\_
49. Do you understand that your plea of guilty or nolo contendere violates any period of parole or probation that you are currently serving, either state or federal, as long as the crime or crimes you were convicted of or plead to occurred during those periods of probation or parole? \_\_\_\_\_

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Defendant's Initials

50. Do you understand that if your plea of guilty or nolo contendere violates a period of parole or probation, either state or federal, you would be subjecting yourself to an additional penalty for the violation of those periods of parole and/or probation and a new sentence could be issued for each violation and those sentences could be imposed consecutively to the sentence imposed upon you for your plea of guilty or nolo contendere in this case? \_\_\_\_\_
51. Are you eligible in "Re-Entry Plan" services Pursuant to 42 Pa.C.S. § 9756? \_\_\_\_\_
52. Are you eligible for a RRRI (Recidivism Risk Reduction Incentive)sentence Through the PA Dept. of Corrections? \_\_\_\_\_
53. Your plea must be voluntary and your rights must be voluntarily, knowingly, and intelligently waived. If anyone has promised you anything other than the terms of a plea bargain, your plea will be rejected. If anyone has forced you or attempted to force you in any way to plead guilty, your plea will be rejected. Do you fully understand this? \_\_\_\_\_
54. Has anybody forced you to enter this plea? \_\_\_\_\_
55. Are you doing this of your own free will? \_\_\_\_\_
56. Have any threats been made to you to enter a plea? \_\_\_\_\_
57. Has anyone (including your attorney) promised you anything in exchange for the guilty plea other than the terms of any plea bargain? \_\_\_\_\_
58. Do you understand that if there is a plea bargain in this case, the terms of the plea bargain will be stated on the record before the judge and that you will be bound by the terms of the plea bargain as they appear of record? \_\_\_\_\_
59. Do you understand that the Court is not bound by any plea bargain entered into by you and the District Attorney? \_\_\_\_\_

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Defendant's Initials

59. If the Court rejects the plea bargain after hearing a summary of the evidence, you would then have a right to withdraw your plea and you would have the option of entering a straight plea with no plea bargain involved or, have a trial by jury if you so desire. Do you fully understand this? \_\_\_\_\_
60. Is there a plea bargain in this case? \_\_\_\_\_
61. Are you satisfied with the legal advice and legal representation of your attorney? \_\_\_\_\_
62. Have you had ample opportunity to consult with your attorney before entering your plea, and are you satisfied that your attorney knows all of the facts of your case and has had enough time within which to check any questions of fact or law which either you or your attorney may have about the case?  
\_\_\_\_\_
63. Has your attorney gone over with you the meaning of the terms of this document? \_\_\_\_\_
64. Do you have any physical or mental illness that affects your ability to understand these rights or the voluntary nature of your plea? \_\_\_\_\_
65. Are you presently taking any medication which affects your thinking or your free will? \_\_\_\_\_
66. Have you had any drugs or alcohol in the past forty-eight (48) hours? \_\_\_\_\_
67. If you are entering a plea of guilty, you admit that you committed the crime(s) with which you are charged. Do you fully understand this? \_\_\_\_\_

\_\_\_\_\_  
Defendant's Initials

68. Do you understand your rights? \_\_\_\_\_

I AFFIRM THAT I HAVE READ THE ABOVE DOCUMENT IN ITS ENTIRETY, I UNDERSTAND ITS FULL MEANING, AND I AM STILL NEVERTHELESS WILLING TO ENTER A PLEA TO THE OFFENSES SPECIFIED. I FURTHER AFFIRM THAT MY SIGNATURE AND INITIALS ON EACH PAGE OF THIS DOCUMENT ARE TRUE AND CORRECT.

DATE: \_\_\_\_\_  
Signature of Defendant

\_\_\_\_\_  
Defendant's Initials

CERTIFICATION OF DEFENSE COUNSEL

I certify that:

- (1) I am an attorney admitted to the Supreme Court of Pennsylvania.
- (2) I represent the defendant herein.
- (3) I know no reason why the defendant does not fully understand everything that is being said and done here today.
- (4) The defendant read the above form in my presence and fully understands it; I have gone over the form completely with the defendant, explained all of the items on the form and answered any questions he or she had.
- (5) I see no reason why the defendant cannot and is not knowingly, intelligently, and voluntarily giving up his or her rights to trial and pleading guilty.
- (6) I made no promises to the defendant other than any that appear of record in this case.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Attorney for Defendant

**CERTIFICATE OF COMPLIANCE**

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Attorney No. (if applicable): \_\_\_\_\_

**Please email this completed form to the assigned Assistant District Attorney AND the staff of the assigned Judge.  
(For the email address of judicial staff, go to [www.AlleghenyCourts.us/Criminal](http://www.AlleghenyCourts.us/Criminal)  
and select "Chambers E-mail Directory.")**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA**

COMMONWEALTH OF PENNSYLVANIA

CRIMINAL DIVISION

v.

Case Number(s):

\_\_\_\_\_,  
Defendant

**WAIVER OF RIGHTS AND CONSENT TO PLEA/SENTENCING BY VIDEO CONFERENCE**

1. Do you understand that you have a right to appear in person before a judge when pleading guilty or when being sentenced under Article 1, Section 9 of the Pennsylvania Constitution, as well as Pa.R.Crim.P. 602 (Presence of the Defendant)? \_\_\_\_\_
2. Do you agree to waive your right to be physically present in a courtroom when you to plead guilty and/or are sentenced? \_\_\_\_\_
3. Do understand that your court appearance will occur by video or telephonic conference? \_\_\_\_\_
4. Do understand that you will not be able to appeal your guilty plea and/or sentencing based upon you not being physically present in court? \_\_\_\_\_
5. Do you consent to the judge accepting your guilty plea and imposing your sentencing via video or telephonic conferencing? \_\_\_\_\_
6. Do understand that you have a right to confront your accusers, question witnesses, and secure the presence of various witnesses? \_\_\_\_\_
7. Do you understand that your plea and sentencing will occur without requiring the police officers, witnesses and/or victims in your case to appear in court? \_\_\_\_\_
8. Do you understand that the witnesses, victims, and/or police officers in your case will not be present in court, will not be subpoenaed, will not be called testify, and will not participate in the video or telephonic conference? \_\_\_\_\_
9. Do you understand that if you elected to exercise your right to a trial, whether by jury or judge, the in-person testimony of these witnesses could be necessary to prove your guilt beyond a reasonable doubt? \_\_\_\_\_
10. Do you understand that if necessary witnesses did not appear at your trial listing, there is a possibility your case would be dismissed? \_\_\_\_\_

11. Do you understand that by accepting this guilty plea you will not be able to raise on appeal or withdraw your guilty plea based on the fact witnesses were not present? \_\_\_\_\_
12. Your decision to waive your right to be physically present in the courtroom must be knowingly, intelligently, and voluntarily waived. If anyone has promised you anything to waive your physical presence, your plea will be rejected. If anyone has forced you or attempted to force you to waive your physical appearance, your plea will be rejected. Do you fully understand this? \_\_\_\_\_
13. Has anyone forced you to waive your physical appearance in the courtroom? \_\_\_\_\_
14. Are you waiving your physical appearance in the courtroom of your own free will? \_\_\_\_\_
15. Have any threats been made to you to waive your physical appearance in the courtroom? \_\_\_\_\_
16. Has anyone (including your attorney) promised you anything in exchange for waiving your physical presence in the courtroom? \_\_\_\_\_
17. Have you discussed with your attorney your right to appear in person for your guilty plea? \_\_\_\_\_
18. Are you satisfied with the legal advice and legal representation of your attorney? \_\_\_\_\_
19. Do you have any physical or mental illness that affects your ability to understand the rights you are waiving? \_\_\_\_\_
20. Are you presently taking any medication which affects your thinking or your free will? \_\_\_\_\_
21. Do you understand the rights you are waiving today? \_\_\_\_\_

**I AFFIRM THAT I HAVE READ THIS DOCUMENT IN ITS ENTIRETY, ANSWERED ALL OF THE QUESTIONS TRUTHFULLY, AND FULLY UNDERSTAND EACH STATEMENT.**

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Date



### **Attorney Certification**

I certify that I am an attorney admitted to practice law by the Supreme Court of Pennsylvania and represent the defendant herein. I have reviewed the above document with the defendant and the answers recorded belong to the defendant. I made no threats or promises to the defendant to execute this document. I know of no reason that the defendant cannot and is not knowingly, intelligently, and voluntarily waiving his or her physical presence and waiving the presence of the witnesses/victims in this case.

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

\_\_\_\_\_  
Defense Counsel

\_\_\_\_\_  
Date

Attorney No.: \_\_\_\_\_

**Please email this completed form to the assigned Assistant District Attorney AND the staff of the assigned Judge.  
(For the email address of judicial staff, go to [www.AlleghenyCourts.us/Criminal](http://www.AlleghenyCourts.us/Criminal)  
and select "Chambers E-mail Directory.")**

### **Court Approval**

The Court, having ascertained on the record that the Defendant knowingly and intelligently waives his/her right to be physically present and require the presence of the witnesses/victims in this case, hereby does APPROVE / DISAPPROVES this waiver.

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Judge

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Date

For Defendants either on Bond or Incarcerated, this form must be completed.

## ALLEGHENY COUNTY ADULT PROBATION INTAKE FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last), (First) (Middle)

Alias (A.K.A): \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address) (Apartment #)  
\_\_\_\_\_, \_\_\_\_\_ County: \_\_\_\_\_  
(City) (State) (Zip)

HOME PHONE:	CELL PHONE: (required)	WORK PHONE:
EMAIL ADDRESS:		

Please provide a reference that would be able to quickly contact you if your assigned Probation Officer could not reach you:

Name:	Relationship:	Phone:
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Sentencing Judge: \_\_\_\_\_

CC#(s):		
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*This form MUST be filled out in its entirety to ensure reliable and accurate information for your probation officer to contact you upon receipt of your cas. If contact cannot be established, a warrant may be issued for your arrest\*

\*A probation officer will contact you via telephone, US mail, or email to schedule your initial interview\*

\*If you have any address or telephone number changes or need probation assistance prior to being assigned a probation officer, please call 412-350-2320\*

FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA  
ALLEGHENY COUNTY ADULT PROBATION DEPARTMENT

Name \_\_\_\_\_ Docket Number \_\_\_\_\_ OTN \_\_\_\_\_

**GENERAL RULES AND CONDITIONS OF PROBATION, PAROLE AND INTERMEDIATE PUNISHMENT (INCLUDING EM)**  
**ACKNOWLEDGEMENT FORM**

1. **YOU MUST REPORT TO YOUR ASSIGNED PROBATION OFFICER** as required and/or allow your probation officer to visit you at your home. If you do not know who your probation officer is, call (412) 350-2320 between 8:30 a.m. and 4:30 p.m. Monday through Friday. Our 24-hour emergency contact number is (412) 350-0400.
2. **YOU MUST OBEY ALL LOCAL, STATE AND FEDERAL LAWS.**
3. **YOU MAY NOT POSSESS ANY FIREARM, AMMUNITION, OR PROHIBITED OFFENSIVE WEAPON AS DEFINED IN 18 Pa. C.S.A. § 908 WHILE YOU ARE UNDER COURT SUPERVISION.** This includes on your person, in your residence or in your vehicle.
4. **YOU MUST PAY ANY RESTITUTION, FINES, COSTS AND SUPERVISION FEES** during the term of your court supervision.
5. **UPON REASONABLE SUSPICION, PROBATION OFFICERS ARE AUTHORIZED TO SEARCH YOU, YOUR VEHICLE AND YOUR HOME WITHOUT A WARRANT.** Any weapons, illegal drugs/paraphernalia, intoxicants and/or contraband in your possession are subject to seizure.
6. **YOU MUST NOTIFY THE PROBATION OFFICE IMMEDIATELY OF ANY CHANGE OF ADDRESS.**
7. **YOU MUST MAKE EVERY EFFORT TO OBTAIN AND MAINTAIN EMPLOYMENT** - unless you have proof that you are disabled.
8. **ABSOLUTELY NO TRAVEL OUTSIDE PENNSYLVANIA IS PERMITTED** – without the written permission of your probation officer. Offenders who need to travel outside Pennsylvania must proceed through the interstate compact. Your probation officer can instruct you in regard to the interstate compact process.
9. **YOU MUST NOTIFY YOUR PROBATION OFFICER AT ONCE IF YOU ARE ARRESTED OR CITED BY THE POLICE.** You must also inform the arresting officer that you are under court supervision.
10. **YOU MAY NOT USE OR POSSESS ANY CONTROLLED SUBSTANCES,** unless legally prescribed for a legitimate medical or mental health need.
11. **YOU ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING** when ordered by your probation officer.
12. **YOU MUST SUBMIT TO IDENTIFICATION PROCEDURES** if requested by your probation officer. This could include fingerprinting, photographing, DNA or other identification procedures.
13. **YOU MAY BE REQUIRED TO UNDERGO AN ASSESSMENT TO DETERMINE YOUR SUPERVISION NEEDS** - The probation department has been granted permission by the Court to require you to engage in any services that our assessment tools indicate are related to your supervision needs.
14. **YOU MAY BE REQUIRED TO PARTICIPATE IN ANY PROGRAM THAT THE PROBATION DEPARTMENT DEEMS NECESSARY IN ORDER TO ADDRESS AREAS IN YOUR LIFE THAT MAY LEAD TO CRIMINAL BEHAVIOR.**
15. **IF YOU VIOLATE THE TERMS OF YOUR PROBATION/PAROLE/IP, ARE ARRESTED FOR A NEW OFFENSE OR ARE CONVICTED OF ANOTHER OFFENSE WHILE UNDER COURT SUPERVISION** –your period of supervision may be revoked and you may be sentenced to a new period of supervision, or a period of incarceration consistent with your recommended sentencing guidelines.
16. **YOU MUST COMPLY WITH ANY COURT-IMPOSED SPECIAL CONDITIONS OF PROBATION/PAROLE/IP** – examples include no victim contact, community service, drug & alcohol treatment. Failure to comply with your special conditions of probation/parole is a violation of the terms of your probation.
17. **IF YOU ARE SENTENCED TO A TERM OF INTERMEDIATE PUNISHMENT (INCLUDING ELECTRONIC MONITORING),** you may be required to undergo individual or family counseling; undergo available medical or psychiatric treatment or to enter and remain in a specified institution for that purpose; be subject to intensive supervision while remaining within the jurisdiction of the court; to participate in drug or alcohol screening and treatment programs, including inpatient programs; to do other things reasonably related to rehabilitation; or to be subject to electronic monitoring.

By signing these general conditions and rules of probation/parole/IP, you acknowledge that you have read them or that they have been read to you, that you understand them, that you have been given an opportunity to ask any questions you have about them and that you have been provided with a copy of these general conditions and rules of probation/parole/IP.

\_\_\_\_\_  
Signature of Probationer/Parolee

\_\_\_\_\_  
Date