

JUDICIAL ADVOCATES

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Early Termination of Supervised Release Client Intake Questionnaire

18 U.S.C. § 3583(e)(1)

IMPORTANT:

Judicial Advocates is a federal litigation consulting and document preparation service. We are not a law firm and are not licensed to practice law. We do not provide legal advice. We provide research, consulting, litigation strategy, and document preparation services. No attorney-client relationship is created by the completion of this questionnaire or the retention of our services. We strongly recommend that all documents prepared by Judicial Advocates be reviewed by a licensed attorney prior to filing.

Date Completed:

Completed By:

QUICK START GUIDE — READ THIS FIRST

This questionnaire collects information to prepare your motion for early termination of supervised release under 18 U.S.C. § 3583(e)(1). The court may terminate supervision after one year if your conduct warrants it and it serves the interest of justice. Organized into 4 parts — complete in stages if needed.

BEFORE YOU BEGIN, GATHER:

- Judgment & Commitment Order (J&C)
- USPO contact information and reporting schedule
- Employment records (pay stubs, employer letters)
- Proof of residence (lease, mortgage, utility bills)
- Certificates from programs completed during incarceration or supervision
- Contact information for persons willing to write support letters

PART	SECTIONS	COVERS	EST. TIME
Part 1	I – IV	Identity, Case & Sentence	~10 min
Part 2	V – IX	Supervision Compliance & Community	~15 min
Part 3	X – XIII	Employment, Residence & Support	~10 min
Part 4	XIV – XVI	Arguments, Documents & Certification	~10 min

IMPORTANT:

The court weighs your conduct on supervision more than anything else. Be thorough and honest. If you have had violations, missed appointments, or failed drug tests — disclose them. We can address setbacks if we know about them. We cannot recover from surprises.

PART 1 OF 4: IDENTITY, CASE & SENTENCE

Sections I – IV • ~10 minutes

SECTION I: CLIENT IDENTIFICATION

1. Full Legal Name:

2. Other Names (aliases, AKAs):

3. Date of Birth:

4. SSN (last 4):

5. Current Mailing Address:

City/State/ZIP:

6. Cell Phone:

7. Email:

8. Preferred Contact Method:

Cell Phone

Email

Text

Home Phone

SECTION II: EMERGENCY CONTACT

Full Name:

Relationship:

Phone:

Email:

Authorized for updates? (Yes/No):

SECTION III: CRIMINAL CASE & CONVICTION

WHY WE ASK:

Your motion is filed before the same judge who sentenced you. We must know the exact case details, the nature of your offense, and any factors — like cooperation or violence — that will shape the judge's decision.

9. Federal Criminal Case Number:

10. Federal District and Division:

11. Sentencing Judge:

Your motion goes to this judge.

12. AUSA Name (if known):

13. Offense(s) of Conviction:

Count / Offense	Statute	Sentence

14. Was a firearm or violence involved?

Firearm Involved Crime of Violence Neither

15. Type of Plea:

Guilty Plea Plea Agreement Trial Conviction

16. Did you cooperate with the government?

Yes (5K1.1 / Rule 35) No

SECTION IV: SENTENCE & SUPERVISION TERMS

17. Total Imprisonment:	<input type="text"/>	18. Supervised Release Term:	<input type="text"/>
19. Date SR Commenced:	<input type="text"/>	20. Projected SR End Date:	<input type="text"/>
21. Time on SR to Date:	<input type="text"/>	22. % of SR Completed:	<input type="text"/>

WHY WE ASK:

Courts typically grant early termination after a defendant has served a substantial portion of supervision (often 50% or more) with exemplary conduct. The more time served, the stronger the motion. Under § 3583(e)(1), the court cannot act until at least one year has passed.

23. Financial Obligations:

Restitution:	<input type="text"/>	Fine:	<input type="text"/>
Special Assessment:	<input type="text"/>	Monthly Payment Amount:	<input type="text"/>

Are you current on all financial obligation payments?

Yes No — Behind Paid in Full

Courts rarely grant early termination if financial obligations are delinquent.

24. List ALL conditions of supervised release:

Copy each condition from your J&C order. Check compliance with each:

PART 2 OF 4: SUPERVISION COMPLIANCE & COMMUNITY

Sections V – IX • ~15 minutes

SECTION V: COMPLIANCE HISTORY

IMPORTANT:

COMPLETE HONESTY IS ESSENTIAL. The USPO maintains records of every violation, missed appointment, and failed test. The court will see their records. If yours does not match, your credibility is destroyed.

25. Have you had ANY violations of supervised release?

Yes No

If yes, describe each violation — date, nature, and resolution:

26. Have you missed any scheduled USPO appointments?

Yes No

If yes, how many and why:

27. Drug/Alcohol Testing:

All Tests Passed Failed Test(s) Not Tested

If failed, dates and substances:

28. Have you been arrested or had police contact during supervision?

Yes No

If yes, describe:

29. Have you completed all court-ordered treatment/programs?

Yes — All Complete In Progress Not Yet Started

List programs completed and dates:

30. Have your supervision conditions been modified at any time?

Yes No

If yes, describe modifications and reasons:

SECTION VI: U.S. PROBATION OFFICE POSITION

WHY WE ASK:

The USPO's position carries enormous weight. If your officer supports early termination, that is the single most persuasive factor in your motion. If they oppose

31. Assigned USPO Name:

32. USPO Phone:

33. USPO Email:

34. Supervising District (if different from sentencing):

35. Have you discussed early termination with your USPO?

Yes No

36. USPO's Response:

Supportive Opposed Neutral/No Opinion Said Wait Longer

Describe the conversation and USPO's stated reasons:

37. How would you describe your relationship with your USPO?

Excellent Good Fair Poor

38. Has your reporting frequency been reduced?

Yes No

Current frequency:

Original frequency:

WHY WE ASK:

A reduction in reporting frequency is documentary evidence that the USPO considers you low-risk. This is powerful evidence for your motion.

SECTION VII: RESTRICTED CONDUCT COMPLIANCE

39. Have you had any contact with convicted felons without permission?

Yes No

40. Have you had any possession of or contact with firearms?

Yes No

41. Have you used or possessed any controlled substances?

Yes No

42. Have you consumed alcohol (if prohibited)?

Yes No Not Restricted

43. Have you traveled outside your district without permission?

Yes No

A 'Yes' to any of these is not necessarily disqualifying — but we must address it.

SECTION VIII: COMMUNITY INTEGRATION

WHY WE ASK:

The court needs to see that you have successfully reintegrated into the community. Volunteer work, church involvement, civic participation, and educational pursuits all demonstrate that continued supervision is unnecessary because you have already achieved what supervision was designed to accomplish.

44. Volunteer or Community Service Work:

List organizations, activities, dates, and hours:

45. Church, Faith, or Religious Involvement:

Describe your involvement:

46. Civic Organizations or Memberships:

47. Education Pursued Since Release:

List courses, degrees, certifications, and dates:

48. Family Relationships:

Describe your current family situation and how you support your family:

49. Other Community Contributions:

Anything else showing positive community integration:

PART 3 OF 4: EMPLOYMENT, RESIDENCE & SUPPORT

Sections X – XIII • ~10 minutes

SECTION IX: EMPLOYMENT & FINANCIAL STABILITY

50. Current Employer:

51. Position/Title:

52. Start Date:

53. Salary/Hourly Rate:

54. Supervisor Name & Phone:

55. Is your employer aware of your conviction?

Yes No

56. Would your employer write a letter of support?

Yes No Will Ask

57. Employment History Since Release:

Employer	Position	Dates	Reason for Leaving

58. Are you current on all financial obligations (taxes, child support, etc.)?

Yes No

Financial stability is a strong indicator of successful reintegration.

SECTION X: RESIDENCE & LIVING SITUATION

59. Current Address:

City/State/ZIP:

60. Type of Residence:

Own Home Rent — House Rent — Apartment Family Home

61. How Long at This Address:

62. Monthly Payment:

63. Are housing payments current?

Yes No

64. Who resides with you?

List all household members, relationships, and ages:

SECTION XI: REASONS EARLY TERMINATION IS WARRANTED

WHY WE ASK:

This is your opportunity to tell us — and ultimately the court — why you no longer need supervision. Think about what has changed, what you have accomplished, and what hardships supervision creates. We will build the legal argument, but we need your story.

65. Why do you believe you no longer need supervised release?

66. Does remaining on supervised release create specific hardships?

Yes No

67. Would early termination help with any of the following?

- | | |
|--|---|
| <input type="checkbox"/> Employment advancement | <input type="checkbox"/> Educational pursuits |
| <input type="checkbox"/> Professional licensing | <input type="checkbox"/> Travel for work/family |
| <input type="checkbox"/> Housing opportunities | <input type="checkbox"/> Medical treatment access |
| <input type="checkbox"/> Mental health improvement | <input type="checkbox"/> Financial improvement |
| <input type="checkbox"/> Immigration status | <input type="checkbox"/> Other |

Explain how early termination would specifically help:

68. Do you have medical or mental health conditions?

Yes No

If yes, describe and explain how termination relates to your health needs:

PART 4 OF 4: LEGAL FACTORS, DOCUMENTS & CERTIFICATION

Sections XII – XVI • ~10 minutes

SECTION XII: 18 U.S.C. § 3553(a) SENTENCING FACTORS

WHY WE ASK:

The court must consider these sentencing factors when deciding your motion. Your answers help us build the argument that each factor supports termination.

69. Describe the offense in your own words:

70. What factors contributed to your criminal conduct?

Substance Abuse

Mental Health

Financial Pressure

Bad Influences

Lack of Opportunity

Other

Have you addressed these factors? Explain:

71. Why would you NOT pose a danger without supervision?

72. How has this experience affected your respect for the law?

SECTION XIII: LETTERS OF SUPPORT

IMPORTANT:
Letters of support are among the most persuasive evidence. Letters from your employer, family, clergy, USPO, and community leaders each address different § 3553(a) factors. Each letter should be addressed to the Honorable [Judge Name].

73. Persons who will provide letters:

Name	Relationship	Will Provide?	Contact

SECTION XIV: SUPPORTING DOCUMENTS CHECKLIST

74. Check all you can provide:

- Judgment & Commitment Order
- Employer Letter of Support
- Tax Returns
- Program Certificates
- Letters of Support
- Medical Records (if relevant)
- Employment Records/Pay Stubs
- Proof of Residence
- Restitution Payment Records
- Educational Transcripts
- Volunteer/Community Service Records
- USPO Contact Information

SECTION XV: ADDITIONAL INFORMATION

75. Is there anything else the court should consider?

CERTIFICATION & DECLARATION

I certify under penalty of perjury that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge. I understand that false or misleading information may adversely affect the preparation and outcome of my case.

I acknowledge that Judicial Advocates is a federal litigation consulting and document preparation service, not a law firm, and that no attorney-client relationship is created by the completion of this questionnaire or the retention of their services. I have been advised to have all documents reviewed by a licensed attorney prior to filing.

Signature:

Date:

Printed Name:

ACKNOWLEDGMENT OF DISCLOSURE

I have read and understand the Important Disclosure on page 1 of this questionnaire. I understand that Judicial Advocates is not a law firm and does not provide legal advice.

Signature:

Date:

Printed Name: