**Mr. / Ms.\*..........................**

**.........................**

**..........................**

(exact address)

The probation officer for adults hereby notifies that there is a new professional probation officer.

The probation officer in this case is now Mr. / Ms.\*

The professional probation officer is on duty on Mondays, Tuesdays, Wednesdays, Thursdays, Fridays\* at the Court Probation Service of the District Court in.......... at .......................... (address), room no........

**SUMMONS\*\*\***

In view of the above, **please report to the probation officer** in ……….. Probation Service in ..................., at ............................................ (address), on ..................., room no. .......... at ............... Please take your identity card.

**Your appearance is mandatory!**

\* delete or remove as appropriate in the word processor;

\*\* delete if the probation information is served by the probation officer in person;

\*\*\* the summons is optional – fill in if the person under supervision is summoned, delete otherwise.