

**UNITED STATES DISTRICT COURT  
NORTHERN OF CALIFORNIA**

**REENTRY PROGRAM ONBOARDING CHECKLIST**

|  |       |
|--|-------|
| <b>Participant Name</b>                  | _____ |
| <b>Case Number and Judge</b>             | _____ |
| <b>Length of Supervised Release Term</b> | _____ |
| <b>Supervised Release Start Date</b>     | _____ |
| <b>Supervised Release End Date</b>       | _____ |
| <b>Reentry Program State Date</b>        | _____ |
| <b>Expected Phase 1 Completion Date</b>  | _____ |
| <b>Expected Phase 2 Completion Date</b>  | _____ |
| <b>Expected Phase 3 Completion Date</b>  | _____ |
| <b>Expected Phase 4 Completion Date</b>  | _____ |
| <b>New Supervised Release End Date</b>   | _____ |

- Identify new participant
- Have participant attend a Reentry Court session as an observer
- Probation intake of participant
- Give participant a copy of the phase system
- Give participant Individualized Assessment Form to complete and return
- Complete one-on-one meeting with participant with Federal Public Defender
  - Review with participant the participant agreement and add have participant sign and scan copy
  - Review with participant release of information form and add have participant sign and scan copy
- Insert copy of participant's photograph into package
- Insert copy of participant's judgment and prior Form 12's into package
- Insert copy of participant's PSR into package
- Insert copy of participant's signed participant agreement into package

- Insert copy of participant's signed information release into package
- Send package to team with participant agreement, photograph, judgment, and PSR, release forms
  - Team members sign agreement and release form
- Begin Reentry Court
- Review Individualized Assessment Form with participant and receive portfolio