**TEMPLATE FOR REPORTING APPOINTMENT CASE NOTES**

[date and time] GENDREAU - REPORTED [client name] reported for supervision as directed.

CONDITIONS: Reviewed release conditions; no issues or questions raised by client.

ADDRESS CONFIRMATION: Client confirmed address has not changed since last reporting appointment. Client confirmed he continues to reside at [Address]

INSTRUCTIONS: None at this time.

NEXT COURT DATE: [date, time, courtroom]

NEXT APPOINTMENT: [date, time], in person, at JHSO Main Office. Appointment, next court date and instructions written down on business card and provided to client --MAG