

MORGAN COUNTY DISTRICT ATTORNEY'S OFFICE
8TH Judicial Circuit

PRETRIAL INTERVENTION PROGRAM (PTIP)

MONTHLY REPORTING INSTRUCTIONS

Monthly reporting dates are as scheduled below, beginning at 8:30AM until 4:00PM. Closed for lunch from 12:00PM to 1:00PM.

If the Courthouse is closed due to inclement weather conditions or any other unforeseen circumstance, you are to report the next business day the Courthouse is open. For Courthouse closings, check the Morgan County Website at: <http://www.co.morgan.al.us/>.

Reporting Dates for 2018

January 2 nd , 3 rd & 4 th	April 2 nd , 3 rd & 4 th	July 2 nd , 3 rd & 5 th	October 1 st , 2 nd & 3 rd
February 1 st , 2 nd & 5 th	May 1 st , 2 nd & 3 rd	August 1 st , 2 nd & 3 rd	November 1 st , 2 nd & 5 th
March 1 st , 2 nd & 5 th	June 1 st , 5 th & 6 th	September 4 th , 5 th & 6 th	December 3 rd , 4 th & 5 th

Reporting Dates for 2019

January 2 nd , 3 rd & 4 th	April 1 st , 2 nd & 3 rd	July 1 st , 2 nd & 3 rd	October 1 st , 2 nd & 3 rd
February 1 st , 4 th & 5 th	May 1 st , 2 nd & 3 rd	August 1 st , 2 nd & 5 th	November 1 st , 4 th & 5 th
March 1 st , 4 th & 5 th	June 4 th , 5 th & 6 th	September 3 rd , 4 th & 5 th	December 2 nd , 3 rd & 4 th

Holidays and Observances

January - New Year's Day &
Martin Luther King Day
February - President's Day
April - Good Friday & Confederate Memorial Day

May - Memorial Day
June - Jefferson Davis' Birthday
July - Independence Day
September - Labor Day

October - Columbus Day
November - Veterans Day &
Thanksgiving Day
December - Christmas Eve & Day

PAYMENT INSTRUCTIONS FOR COURT COSTS/RESTITUTION

If you are scheduled to make a payment toward Court Costs and/or Restitution, you must make your payment to the Clerk's Office **PRIOR** to reporting to this office for each monthly report in. If your case number begins with "CC", "DC" or "TR", you will make your payments at the Circuit Clerk's Office located on the 4th floor. The Clerk's Office is open 8:00AM to 4:30PM, Monday - Friday. No Personal Checks accepted. All payments must be in the form of cash (exact change), Money Order or a Cashier's Check. VISA, Discover or MasterCard payments are accepted (**on District cases only**) via: www.alapay.com or telephone at 1-877-252-7294 (no partial payments accepted/must pay in full when paying with a credit/debit card). Money Orders or Cashier's Check (full or partial payments) can be mailed to P.O. Box 668, Decatur, AL 35602 (Attention: "District Court" for a misdemeanor OR "Circuit Court" for a felony case). The case number **MUST** be noted on the Money Order/Cashier's Check or your payment will be returned.

Bring your receipt to the PTIP Office, immediately, after making a payment. If you fail to make your entire payment each month, it is counted as a missed report in. You can be terminated for one missed report in. Three missed reporting dates will result in immediate termination from PTIP. Your case will be reviewed monthly to determine your progress and continued eligibility for this program. The term of the PTIP is specified in your Agreement. Please do not ask for an early release.