

CHARDON MUNICIPAL COURT

**DEFENDANT REQUEST FOR WORK RELEASE
WHILE INCARCERATED OR SERVING HOUSE ARREST**

Defendants will “ONLY” be permitted work release for five (5) days per week not to exceed 60 hours per week.

Consideration for work release will not be ruled on until the following is completed and submitted to the Court.

Complete the following sections below.

Defendant’s name: _____ **Case number:** _____

Employer: (Company name and address, Supervisor’s name with contact information, and position/ job title)

Work schedule: *MUST be submitted to the court for approval before release may begin.* *In addition, a letter from your employer on company letterhead with proof of employment to include days, hours and location.*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Home Out time							
Home In time							
Home Out time							
Home In time							

Special instructions/comments: _____

Allow out times for treatment _____

Allow out times for 12-step meetings _____

****IF THERE IS A CONFLICT BETWEEN DEFENDANT’S REPORTED HOURS AND HOURS REPORTED VIA COMPANY LETTERHEAD, LETTERHEAD WILL PREVAIL****

****If modification or additional hours/days of work are needed, you must file a motion to the court for consideration on a case-to-case basis****